Title: **Teacher of Mathematics**

Location: Senior School, 2 Manresa Court, Athelstone

Classification: Teacher

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2013

Salary: As per the South Australian Catholic Schools Enterprise Agreement 2013

Employment Status: 0.77 – 1.0 FTE Replacement for Term 2 2016

Reports To: Curriculum Coordinators of Mathematics Senior Years & Middle Years.

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**Duty Statement**

Teachers at Saint Ignatius’ College are professional educators whose work is guided by the values of the Ignatian tradition as outlined in the Characteristics of a Teacher at Saint Ignatius’ College.

**Duties and Responsibilities undertaken in the role of Teacher**

- To ensure that the *Characteristics of Jesuit Education* and the Ignatian Pedagogy Paradigm (IPP) are reflected into the curriculum documents of his/her area of responsibility.
- To be a protagonist, for the encouragement and development of independent thinkers and learners among our students, according to the *Characteristics of Jesuit Education*.
- To undertake the duties relating to the teaching of mixed ability classes and use innovative and contemporary teaching methods that maximise the learning outcomes of students.
- To enhance students’ learning with a variety of methodologies that take into account variations in learning styles and address students’ varying intellectual, emotional and physical abilities in teaching practice.
- To be competent in educational technology for the delivery of subject information and an ability to support members of his/her department in such means is a requirement of the position.
- To access and use information available from the College’s e-learning portal.
- To have and/or develop experience using laptops/tablets as a curriculum tool within the classroom environment.
- To adhere to programs distributed by the Curriculum Coordinator/s and meet timelines regarding completion of work.
- To adhere to SACE Board requirements for subjects taught at Stage 1 and/or 2.
- To submit to the relevant Curriculum Coordinator/s a weekly program each term setting out lesson content and assessment tasks.
- To maintain accurate and comprehensive records of student progress and achievement.
- To produce and use a variety of assessment methods to regularly monitor learning process.
- To produce and use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- To work cooperatively with the relevant Adaptive Education Teacher to develop and implement Students of High Intellectual Potential (SHIP) programs and to provide additional support mechanisms for students who encounter difficulties, including differentiated learning programs and assessment tasks.
- To provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
To adhere to the College’s assessment and reporting processes as outlined in the Assessment and Reporting Handbook.

To access the College’s Marks Book and complete data as required for submission to the Curriculum Coordinator/s.

To adhere to the College’s curriculum policies as outlined in the College Diary and Information Handbook.

To provide parents and students with detailed, accurate and informative written and oral reports at appropriate times and keep accurate records of this communication.

To contribute positively to and work as an effective team member of the relevant teaching areas and demonstrate a strong commitment to professional development in these areas.

To complete administrative tasks accurately regarding the delivery and reporting of teaching programs, eg planning activities, audio visual approval requirements, purchasing requirements, external requirements (including the Australian Education Act), etc.

To assist with any public relations requirements, where necessary.

To undertake diligently supervision duties, including yard duty.

To attend staff meetings, department meetings, year level subject teacher meetings and parent teacher interviews and other curriculum activities as required.

To participate in the co-curricular programs of the College.

To undertake any relevant task as directed by the Rector or his delegate as part of the employer/employee relationship within the scope of the role.

The attributes mentioned above are required for all teaching staff at Saint Ignatius’ College. However, the applicants should have proven skills and experience in the areas required for their teaching discipline/s.

Specific Faculty Requirements

Mathematics

To have demonstrated ability in teaching Pure Mathematics courses at Stage 1.

To have experience in using graphic calculators and other computer-based technology as a tool for delivering Mathematics courses.

To demonstrate an understanding of the workings of the Australian Curriculum and its application in Mathematics.

To conduct Mathematics extension and support withdrawal classes in liaison with the Adaptive Education Department and Curriculum Coordinators of Mathematics Senior Years & Middle Years, including the Maths Hut support resource.

To promote the participation of students in Mathematics competitions.

PROFESSIONAL REQUIREMENTS:

To hold academic qualifications in the appropriate subject areas.

To be registered as a teacher with the Teachers Registration Board of South Australia (TRBSA).

To have demonstrated a proven ability in teaching.

To support and nurture the College’s Catholic ethos and Ignatian charism.

To have an understanding of, and experience in, the rationale and implementation of outcome-based methodologies.

To possess excellent interpersonal and communication skills.

To possess effective and efficient classroom management skills and practices.

To dress professionally and in a way that is not less formal than students as per the requirements set out in the Staff Handbook.

To work in a collaborative manner with staff members and parents.

To support and attend other department and overall College activities.

To be competent in educational technology and possess the ability and willingness to support colleagues in such areas.

To use and supervise the use of all technology in line with the College’s Information and Communication Technology Acceptable Use Policy.
PERSONAL REQUIREMENTS:

Essential Minimum Requirements

- To have an understanding and ability to demonstrate practical support of the ethos of the Jesuit Education surrounding Saint Ignatius’ College.
- To possess, or be willing to obtain, a police clearance and complete Responding to Abuse and Neglect Training.
- To possess, or be willing to obtain, Basic Emergency Life Support Training.
- To be patient and flexible when dealing with a range of situations and people, including the ability to respond to staff and student needs.
- To ensure high levels of confidentiality are maintained.
- To demonstrate efficient organisational skills and initiative.
- To have the ability to encourage positive team commitment and contributions through his/her own commitment, enthusiasm and energy.

Desirable Characteristics

- To have experience working in a similar role in a school

WORK, HEALTH & SAFETY:

Staff of Saint Ignatius’ College are expected to take reasonable care of their own WHS and that of others in the workplace. They are required to accept the responsibilities arising in the course of performing their work, and in particular:

- To use any clothing and equipment provided for the purposes of WHS correctly and in accordance with policies and procedures.
- To obey reasonable instructions from the Head of Senior School or delegate, issued to protect their WHS and that of others.
- To report any hazards, near misses, incidents, accidents, injury or ill health which arise in the course of their work.
- To not carry out any task or procedure until appropriate training and instruction have been received.
- To keep the workplace in a tidy and safe condition.
- To ensure that, by the consumption of alcohol or other drugs, the safety of themselves of others is not compromised.
- To not interfere with, remove or displace any safety devices, guards or protective equipment unless it in part of an approved maintenance or repair procedure.
- To actively participate in consultation, training and consideration of all WHS and Injury Management issues that are pertinent to the workplace.

SAINT IGNATIUS’ COLLEGE
ACCEPTANCE OF TERMS AND CONDITIONS OF EMPLOYMENT –

Signed: _______________________________ Date: / /
(Rector/Head of Senior School)

Signed: _______________________________ Date: / /
(Staff Member)