



ROLE DESCRIPTION | RIVERVIEW TEACHER

THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic boys' school in the Jesuit tradition. Located in Lane Cove, Sydney, this leading independent school delivers a holistic education to both day and boarding students from Years 5 to 12.

As one of the most prominent schools in New South Wales, Riverview aims to transform young men by empowering them to strive for excellence in all areas of their lives – in their studies and their co-curriculum activities, underpinned by a deepening experience of their faith and involvement in the Ignatian Service Program.

OUR MISSION

Our mission is to provide a holistic Catholic education for boys that inspires them to a life-long development of their faith. Informed by the spirit of Saint Ignatius' of Loyola and grounded in Gospel values of justice, service, discernment, conscience and compassion, the College aims to produce young men who are cognisant of and responsive to global citizenship in a rapidly changing world.

1. ROLE PURPOSE

Each teacher at the College is a member of a Faculty Team which is inspired at all times by the highest Ignatian ideals of Companionship and Team. The role of a Riverview Teacher is to provide excellence in teaching and learning through a challenging and inclusive curriculum.

2. ROLE ACCOUNTABILITY

As a member of a faculty team each Teacher is directly responsible to their Head of Faculty.

3. ROLE RESPONSIBILITIES

3.1 Ethos and values

A Riverview Teacher:

- 3.1.1 Supports and espouses the values of the Catholic Church in the teaching and learning environment.
- 3.1.2 Provides Christian example and model by word and action.
- 3.1.3 Participates generously in all segments of Ignatian formation provided by the College for staff in various stages of their service.
- 3.1.4 Takes an active involvement in the general life of the school and supports it formally and informally within and beyond the school.

3.2 Professional knowledge

A Riverview Teacher:

- 3.2.1 Is conversant with the relevant teaching discipline and syllabus in its updated version.
- 3.2.2 Develops courses in harmony with the values and the educational purposes of the school and faculty, and in co-operation with fellow teachers.
- 3.2.3 In consultation with the head of faculty, plans a consistent, coherent and relevant learning program which fosters a purposeful progression in learning, and meets the specific needs of Riverview students.
- 3.2.4 Considers the students' own experience to be a fundamental and especially valuable resource.
- 3.2.5 Uses a variety of teaching strategies, recognising that students learn in a variety of ways.
- 3.2.6 Embraces the use of Information and Communication Technology (ICT) and its application in classroom learning.

- 3.2.7 Develops differentiated teaching and learning strategies to meet the needs of students across the full range of abilities.
- 3.2.8 Maintains effective communication with the centre for learning enrichment and parents regarding special learning needs of individual students.
- 3.2.9 Enables students to make good use of the resources available within the school and the community.
- 3.2.10 Engages with the regulations and communications of NESA and other regulatory bodies.

3.3 Professional practice

A Riverview Teacher:

- 3.3.1 Actively engages students in the planning and learning process, perceiving that learning is an active and collaborative venture, both between the teacher and students and the students themselves.
- 3.3.2 Where possible and appropriate, negotiates with students, giving them the opportunity to make choices and decisions, to take risks and to set their own goals and evaluate their own outcomes.
- 3.3.3 Creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported.
- 3.3.4 Shares explicitly with students a code of conduct which enables students to work productively in a fair environment.
- 3.3.5 Uses effective communication strategies to support student understanding, participation and engagement
- 3.3.6 Ensures good classroom management.
- 3.3.7 Ensures class rolls and attendance are strictly monitored.
- 3.3.8 Maintains a clean, tidy and healthy classroom and is aware of emergency procedures for students' safety, and specific safety procedures related to the subject or activities taught.
- 3.3.9 Ensures student well-being and safety within school and where there is a perceived danger to a student, communicates confidentially with the deputy principal students, the Dean of Pastoral Care or a member of the Executive Team.
- 3.3.10 Develops appropriate assessment procedures and modes of reporting assessment in consultation with fellow members of staff.
- 3.3.11 Uses a range of assessment (as, of and for learning) techniques regularly and fairly.
- 3.3.12 Explains assessment criteria to students in advance, so they can understand the relevance of the grade and comments and use the information constructively in future work.
- 3.3.13 Provides timely and appropriate feedback to students about their progress.
- 3.3.14 Encourages students to reflect on their work and the process they have gone through to achieve it.
- 3.3.15 Keeps adequate records of students' progress and uses this data to analyse and evaluate student understanding as well as identifying interventions and modifications to teaching practice.
- 3.3.16 As a member of a professional academic team, ensures that reports are accurate, meet deadlines and reflect students learning; recognising strengths and weaknesses and suggesting possible courses of action.

3.4 Professional engagement

A Riverview Teacher:

- 3.4.1 Is prepared to work in a collaborative environment to share, develop and evaluate teaching resources with a faculty team.
- 3.4.2 Keeps abreast of current developments in educational thinking, curricula and teaching practice.
- 3.4.3 Attends relevant professional development training and reports to his/her Head of Faculty.
- 3.4.4 Contributes to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team.
- 3.4.5 Supports fellow staff professionally in all areas of school life.
- 3.4.6 Seeks advice from, works co-operatively with, and/or refers students to, specialist staff where appropriate.
- 3.4.7 Maintains professional confidentiality on information about students.
- 3.4.8 Communicates with students, fellow staff and parents in a respectful, clear, caring and professional way.
- 3.4.9 Is proactive in communicating with parents through InsideView, in written reports and in parent/teacher interviews, and responds promptly to parental calls or enquiries.
- 3.4.10 Attends and participates wherever possible in all faculty and general staff meetings.
- 3.4.11 Attends all lessons (unless prior arrangements have been made) and is punctual.
- 3.4.12 Dresses appropriately for a professional educator.
- 3.4.13 Demonstrates at all times a support of school rules in dealing with students.
- 3.4.14 Adheres to the specific requirements of the appropriate section of the school or faculty within it.
- 3.4.15 Attends parent/teacher interviews, assemblies, speech days and church services.
- 3.4.16 Participates in pastoral activities such as retreats and reflection days.
- 3.4.17 Is prepared to attend and participate in school camps, if required.
- 3.4.18 Attends and participates in relevant curriculum-based excursions.
- 3.4.19 Can be relied upon to carry out supervisory duties as required, including active grounds duty and exam supervision.

3.5 Co-curricular

There is an expectation that all teachers at Riverview will involve themselves in the co-curricular activities offered to students at the College.

A Riverview Teacher:

- 3.5.1 Will give time to the College after school and/or at the weekends to fulfil their co-curricular obligations (Sport and/or activity).
- 3.5.2 In consultation with the Head of Co-curriculum, and the relevant Master in Charge, plans a consistent, coherent and relevant program in their area of co-curricular activity.
- 3.5.3 Provides the appropriate duty of care and supervision to the students in their charge.

4. WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- 4.1 Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- 4.2 Participating in WHS training and education as appropriate.
- 4.3 Engaging with College policies and procedures around WHS

5. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- 5.1 Participate in Child Protection training and education as appropriate
- 5.2 Provide a welcoming and safe environment for children and young people
- 5.3 Promote the safety and wellbeing of children and young people to whom we provide services
- 5.4 Ensure that your interactions with children and young people are positive and safe
- 5.5 Provide adequate care and supervision of children and young people in your charge
- 5.6 Act as a positive role model for children and young people
- 5.7 Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- 5.8 Maintain valid 'working with children' documentation
- 5.9 Undergo periodic 'national criminal history record' checks
- 5.10 Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

6. PROFESSIONAL REVIEW CONDITIONS

A Riverview Teacher is required to participate in the Teacher Review and Development Program and is required to undergo a yearly Professional Review with their Head of Faculty as an integrated part of their professional development.

7. REMUNERATION

A Riverview Teacher will receive a salary in accordance with salary arrangements for teaching staff at the College set out in the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2017*.