Our Lady of the Sacred Heart College Bentleigh is an independent Catholic Girls’ school in the OLSH tradition, established in 1938 by the Congregation of the Daughters of Our Lady of the Sacred Heart.

Applications are invited from suitably qualified teachers for the following replacement, part time position from 16 April to 13 December 2012.

SCIENCE – WITH CHEMISTRY
MATHEMATICS
ABILITY TO TEACH RELIGIOUS EDUCATION


Applications including a cover letter, full CV and the contact details of three referees to be emailed to: The Principal’s Assistant at demmey@olsh.vic.edu.au.

Applications close on Friday 16 March 2012
ROLE DESCRIPTION
SUBJECT TEACHER

GENERAL ROLE
The role of the subject teacher requires a broad knowledge of his/her subject area/s, the ability to facilitate the student's learning in the skills and content of their subject, and concern for pastoral care of his/her students. The Subject Teacher should cater for, and enhance, the individual needs and learning styles of each student.

SPECIFIC RESPONSIBILITIES
The Subject Teacher will be responsible for:

- Preparing and teaching of lessons as set out in the curriculum, setting the assessment tasks and marking students’ work.
- Marking the student attendance roll.
- Maintaining accurate records of the students' academic progress and personal management skills.
- Developing units of work for the subjects taught, according to the agreed curriculum.
- Writing students’ reports.
- Communicating with parents/guardians, particularly through official Parent/Teacher meetings.
- Fulfilling the requirements of the particular Department in areas such as: promotion of the Domain, availability for co-curricular activities in the Department, development of evaluation and assessment policies and procedures, and attendance at meetings.
- The investigating and applying of developments in subject content and education initiatives.
- Meeting all the standards for professional practice as outlined in the Victorian Institute of Teaching requirements

RESERVATION OF AUTHORITY
The Subject Teacher is responsible to:

- The Head of Department
- The Assistant Principal Learning and Teaching
- The Principal
WORKING RELATIONSHIPS
The Subject Teacher:

- Collaborates with colleagues in their subject area/s, when appropriate
- Maintains contact with subject networks, as necessary
- Assists the Head of Department in curriculum organisation
- Works with the Homeroom Teacher regarding issues of pastoral care.

REVIEW AND APPRAISAL
Review and appraisal will be carried out by the Domain Leader and/or Assistant Principal Learning & Teaching.

CONDITIONS AND REMUNERATION
Conditions and remuneration are as per the Victorian Catholic Education Multi Employer Agreement 2008 and Our Lady of the Sacred Heart College Employment Policies.
NO RESPONSE IS REQUIRED TO THIS SELECTION CRITERIA ON INITIAL APPLICATION. HOWEVER APPLICANTS SHORTLISTED FOR INTERVIEW SHOULD ADDRESS THEMSELVES TO THE FOLLOWING:

**SELECTION CRITERIA**

1. Active support of the Catholic ethos of the College in the tradition and charism of the Daughters of Our Lady of the Sacred Heart, as set out in the OLSH Proclamation for Schools.
2. Demonstrates qualifications and successful experience as a teacher in the Faculty.
3. Excellent interpersonal skills and the ability to communicate with colleagues and work as a team member.
4. Highly motivated with excellent organisational and administrative skills.
5. An understanding of the needs of the learning environment of young women.
6. Readiness to be involved in the co-curricular program at the College.
7. VIT Registration