ROLE DESCRIPTION

SUBJECT TEACHER

At Our Lady of the Sacred Heart College, we are Heart people who are faith-filled, reverence relationships, pursue excellence, touch the hearts of others. We are passionate about the education of young women and their success. We empower the learner, inspire a global consciousness and are at the forefront of innovative learning.

WE BELIEVE! WE ACHIEVE!

A subject teacher within the College community is committed to the OLSH Proclamation and the values and beliefs of an education in the OLSH Tradition. As Heart people the four pillars of OLSH education: to be faith filled; to reverence relationships, to pursue excellence and to touch the hearts of others are the foundation of who we are at OLSH.

The subject teacher will work with all members of staff in the implementation of the College Strategic Plan and the provision of exemplary learning experiences for the students at OLSH.

ROLE PURPOSE:
The role of the subject teacher requires a broad knowledge of the 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 the students. The Subject Teacher should cater for, and enhance, the individual needs and learning styles of each student.

ROLE ACCOUNTABILITY:
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
- Maintaining accurate records of student attendance, student 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 subject faculty in areas such as: promotion of the faculty, availability for co-curricular activities in the faculty, development of evaluation and assessment policies and procedures, and attendance at meetings.
• Investigating and applying developments in subject content and education initiatives
• Collaborating with colleagues in their subject area/s, when appropriate.
• Maintaining contact with subject networks, as necessary.
• Assisting the Head of Department in curriculum organisation.
• Working with the Homeroom Teacher regarding issues of pastoral care.
• Completing other duties as required by the Principal
• The Subject Teacher is responsible to:
  ▪ The Head of Department
  ▪ The Assistant Principal Learning and Teaching
  ▪ The Principal

EDUCATION IN THE OLSH TRADITION:
The Subject Teacher is expected to support the ethos and philosophy of catholic education. This includes the values of the OLSH Proclamation and all policies, procedures and practices that characterise an education in the OLSH Tradition.