

Marian College

Subject Teacher



Position Description

Position reports to

Relevant Curriculum Leader

Position Overview

Subject Teachers are responsible for delivering high-quality learning and teaching programs that reflect the College's vision for safe, inclusive, rigorous and future-focused education.

The role involves planning and implementing contemporary pedagogy, monitoring student progress, contributing to curriculum development, and engaging positively with colleagues, families and the wider community.

Subject Teachers foster a learning culture that promotes student agency, wellbeing, growth and achievement, and they work collaboratively with Curriculum Leaders, House Leaders, Teacher Advisors and the Leadership Team to support each student's learning journey.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible, relational and professional practice
- Contribute to a culture that reflects dignity, respect, compassion and justice in all interactions

Learning and Teaching

- Plan, prepare and deliver engaging learning experiences that use contemporary pedagogy, formative engagement strategies and differentiated approaches
- Create stimulating learning environments that cater for individual learning needs and encourage independence, curiosity and confidence
- Maintain current knowledge of ACARA, VCAA and relevant curriculum requirements, ensuring alignment with national and state standards
- Use the Marian College SWPBS Matrix and Flowchart as foundations for classroom practice
- Give appropriate time to lesson planning, organisation and assessment design
- Monitor student learning through ongoing assessment, providing timely, meaningful and regular feedback
- Write academic reports in accordance with College guidelines and timelines
- Engage in learning progress discussions with students, Teacher Advisors, House Leaders and families
- Maintain accurate records including attendance, assessment data and student notes
- Embrace digital technologies to enhance learning, communication and curriculum delivery
- Maintain curriculum and teaching materials for the specified subject area, which may include ordering materials and resources

Pastoral Care

- Demonstrate duty of care for students' physical, emotional and mental wellbeing
- Exercise pastoral care through classroom practice, the TA/House system and daily interactions
- Implement strategies that promote a healthy, positive and inclusive learning environment
- Liaise with Transition, Learning Diversity and Wellbeing staff when required
- Assist in identifying and supporting students at risk
- Attend student-focused meetings such as Wellbeing, WATL, PSG and SSG meetings as required

Academic Progress and Student support

- Plan, develop, document and evaluate curriculum in collaboration with colleagues and Curriculum Leaders
- Contribute to the creation and review of assessment instruments and digital learning materials
- Maintain and update curriculum documentation on the Learning & Teaching Portal
- Participate actively in Curriculum Team meetings and initiatives
- Engage with contemporary research and data to support improvement initiatives and learning area goals
- Utilise SIMON to record student academic progress and behaviour support
- Support students' positive behaviour through fidelity to the Marian College SWPBS framework

Professional Growth and Collegial Practice

- Take an active role in Professional Learning Teams and classroom observation processes when required
- Construct and maintain an annual professional learning plan aligned with College priorities
- Remain current with curriculum initiatives and best practice in teaching and learning
- Continue developing ICT capabilities as technologies evolve
- Participate in the Annual Review Meeting (ARM) process
- Support collegial learning by mentoring or supervising student teachers when appropriate
- Model empathy, perseverance, patience and professionalism in all relationships

Communication and Engagement

- Build strong, respectful relationships with students, families and colleagues
- Communicate regularly with families regarding student learning, achievement and concerns
- Recognise and celebrate student achievements through College publications and events
- Represent the College at events such as Information Nights, Open Night, Assemblies, Awards Evening and community activities
- Encourage student participation in co-curricular programs and enrichment opportunities

Skills and Attributes

- Strong interpersonal and communication skills
- Ability to work collaboratively and independently
- Sound organisational skills, including attention to detail and time management
- Capacity to build positive relationships with students, families and colleagues
- Self-motivation, initiative and professionalism

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Curriculum Leader must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues
- Subject teachers working in practical classrooms must ensure that the classroom environment is safe and satisfactorily maintained for students and staff in that classroom.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.