

| **STATEMENT OF DUTIES (TEACHER)** | |
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| **Contemporary Teaching** | * Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs * Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV * Employ a variety of effective teaching strategies to effectively implement the curriculum * Give appropriate time to lesson planning and organisation * Plan and teach in a collegial manner * Keep accurate records of student attendance * Embrace the use of information and communications technologies to enhance learning * Engage in learning progress discussions * Meet expectations of Seesaw Reporting Guidelines * Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress * Plan using Progression of Learning documents/Victorian Curriculum * Liaise with appropriate support staff in the implementation of the curriculum |
| **Pastoral Care and  Child Safety** | * Provide students with a child-safe environment * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Proactively monitor and support student wellbeing * Exercise pastoral care in a manner which reflects school values * Implement strategies which promote a healthy and positive learning environment * Attend planning meetings as scheduled * Attend all school assemblies * Attend school liturgical celebrations * Attend school organised activities relevant to house or year level, as required |
| **Curriculum Development** | * Plan, develop, review and evaluate Victorian Curriculum in subject areas and at year levels which you teach * Develop assessment instruments in a collegial manner where whole group testing takes place * Evaluate student progress data to inform teaching * Create and evaluate rubrics for the purposes of enriching the curriculum (Includes pre and post tests) * Attend Professional Learning Team meetings as scheduled |
| **Professional Development** | * Have current knowledge of the Victorian curriculum initiatives in your teaching areas * Commit to ongoing professional development in your teaching areas * Be open to researching areas of interest relevant to directions provided in the school’s strategic plan and Annual Implementation Plan * Continue development of ICT skills as technologies evolve * Participate in the staff appraisal/mentoring process * Be an active member of a relevant professional association as duties permit * Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator |
| **Co-Curricular Involvement** | * Support and be involved in the co-curricular program * Proactively encourage students to participate in co-curricular activities * Act as a role model for participating students * Keep accurate records of student attendance and participation within the  co-curricular activity * Create and maintain a safe environment in which students may enjoy their participation * Oversee the provision and care of relevant equipment materials and first aid requirements |
| **Meeting Attendance** | * Attend staff briefing at 8.10am at beginning of working week * Attend Professional Learning Team meeting from 3.30pm – 6.00pm weekly * Participate in Planning meetings 3.30 – 4.30pm weekly * Always bring resources to meeting * Check emails prior to attending meetings |
| **Newsletters** | * Prepare newsletters to be sent home at end of week one of term * Send newsletter to principal for review no later than Thursday morning * Prepare quality articles for school newsletter as per newsletter roster |
| **Awards** | * Three merit certificates each fortnight (All students must receive three a year) * Maintain student checklist for all cards to ensure even distribution * Acknowledge all students * Hand out House points on a daily basis allocating 1 – 2 at a time |
| **Displays** | * Quality work to be displayed to promote high standard of achievement * Presentations to promote excellence * Rotate displays regularly and maintain * Foyer displays to exemplify our high standards |
| **Quality of work** | * Student workbook pages ruled and dated * Neat handwriting is valued * Use pencil for numeracy lessons * Blue and black pens used in writing for upper grades where pen licences apply |
| **Student Manners** | * Staff to ensure students are taught to greet formally and speak using manners |
| **Dress** | * Staff to maintain our uniform policy and dress expectations of the students |
| **Sacraments** | * Teachers attend/conduct Sacramental meetings * All staff attend Sacrament ceremonies, Commitment Masses not compulsory but attendance is valued |
| **Camps** | * Teachers responsible for preparing school camps, preparing paper work and agenda for parent meetings * Attend school camps as advised by the principal |
| **Assemblies** | * Prepare assembly items and assembly prayers (emphasis on engagement/message/entertainment/quality |
| **General and Administrative Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Maintain currency of first aid, mandatory reporting and anaphylaxis training * Demonstrate duty of care to students in relation to the physical and mental wellbeing * Attend all relevant school meetings and after school services/assemblies, sporting events, Mass, community and faith days as well as professional  learning opportunities * Participate in duty supervision as rostered and other supervision duties  when required being on time and in appropriate workwear. * Demonstrate professional and collegiate relationships with colleagues * Uphold the professional standards expected of a teacher * Nursing home visits: Be prepared with performance/activity * Other duties as directed by the Principal |

**For further information consult St Brendan’s Staff Handbook**