

| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **Student Manners** | * Staff to ensure students are taught to greet formally and speak using manners
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| **Dress** | * Staff to maintain our uniform policy and dress expectations of the students
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| **Sacraments** | * Teachers attend/conduct Sacramental meetings
* All staff attend Sacrament ceremonies, Commitment Masses not compulsory but attendance is valued
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| **Camps** | * Teachers responsible for preparing school camps, preparing paper work and agenda for parent meetings
* Attend school camps as advised by the principal
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| **Assemblies** | * Prepare assembly items and assembly prayers (emphasis on engagement/message/entertainment/quality
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| **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
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**For further information consult St Brendan’s Staff Handbook**