



STATEMENT OF DUTIES (TEACHER)

Contemporary Teaching	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> Attend Professional Learning Team meeting from 3.30pm – 5.00pm weekly Participate in Planning meetings 3.30 – 4.30pm weekly Always bring resources to meeting Check emails prior to attending meetings
Newsletters	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Provide merit certificates each assembly (All students must receive two a year) Maintain student checklist for all cards to ensure even distribution Acknowledge all students
Displays	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Seesaw	<ul style="list-style-type: none"> Provide parents with seven high quality Seesaw posts each semester in accordance with our Seesaw Reporting guidelines
Whole School Approach to Positive Behaviour	<ul style="list-style-type: none"> Staff to ensure students are taught to greet formally and speak using manners Teach behaviours in accordance with our school behaviour matrix Provide a learning environment where expectations are equal
Dress	<ul style="list-style-type: none"> Staff to maintain our uniform policy and dress expectations of the students
Sacraments	<ul style="list-style-type: none"> Teachers attend/conduct Sacramental meetings All staff attend Sacrament ceremonies, Commitment Masses not compulsory but attendance is valued
Camps	<ul style="list-style-type: none"> Teachers responsible for preparing school camps, preparing compliance paper work and agenda for parent meetings Attend school camps as advised by the principal
Assemblies	<ul style="list-style-type: none"> Prepare assembly items and assembly prayers (emphasis on engagement/message/entertainment/quality)
General and Administrative Duties	<ul style="list-style-type: none"> 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