



## **TEACHER ROLE DESCRIPTION**

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Teachers are key factors in determining the degree to which the mission of the College is realised for its students. It is what teachers believe, know and do that enables the mission to become a reality.

The teacher:

### **Supports and implements the mission and ethos of the College**

- To gain a thorough knowledge of the ethos of the College as expressed in the Mission Statement and College policies.
- To apply the Good Samaritan philosophy in all interactions with students.
- To articulate the College ethos and rules in relation to students' responsibilities.
- To support the College's Child Protection Code of Professional Standards for Catholic School Employees.
- To participate in liturgies, classroom prayers and other religious rituals.
- To facilitate daily prayer in home room.
- To support the co-curricular and community life of the College.
- To work collaboratively with Year Coordinators to implement Pastoral Care programs and initiatives.

### **Focuses on teaching and learning**

- To model learning for students and convey enthusiasm for the curriculum area.
- To facilitate student directed learning.
- To set goals which convey high expectations for student achievement.
- To encourage students to develop higher order thinking skills.
- To cooperate with other staff in planning schedules for activities.
- To create an open, ordered and supportive classroom in which opportunities for students to learn are maximised.
- To show flexibility in reflecting upon and in carrying out teaching activities.

### **Implements teaching programs in consultation with other department staff**

- To collaborate in the writing of teaching programs.
- To participate in department/team meetings.
- To make short and long range curriculum plans for classes.
- To plan appropriate sequencing of learning experiences.
- To develop and implement effective assessment tasks.

### **Strives to motivate students to learn**

- To generate a sense of enthusiasm among students.
- To motivate by constructive feedback and praise.
- To be responsive to the differing learning styles of students.
- To provide opportunities for student expression in a variety of ways.
- To relate curriculum to situations within the experience of students.
- To develop learning activities that are challenging and interesting to students.
- To stimulate students to participate constructively in class discussions and activities.



### **Monitors student performance and progress within classes**

- To maintain an effective system for recording student results.
- To adhere to record keeping procedures.
- To monitor the development of student outcomes over time according to appropriate performance indicators in consultation with Subject Coordinators.
- To monitor the results of individual students to ensure that their individual needs are met through modification of strategies as required or, in liaison with the Subject Coordinator, through the modification of programs.
- To report to parents according to College procedures.

### **Values and supports the individual differences and potential of each student**

- To implement strategies gained in collaboration/consultation with Special Education staff.
- To cater for the range of individual student abilities and cultures.
- To encourage students to strive for the highest standard according to their abilities.
- To record pertinent information about the achievement of students.
- To provide high quality feedback to students on their learning.
- To provide prompt and regular feedback.

### **Strives to establish positive, supportive relationships that empower students**

- To help students to develop positive self concepts.
- To create an environment in which interactions are considerate and respectful.
- To establish with students clear expectations of standards of conduct.
- To use constructive methods of monitoring and managing student behaviour seeing all complex problems through to resolution.
- To provide a safe learning environment.
- To show an active interest in meeting the needs of students.
- To maintain appropriate confidentiality.
- To observe the College's Child Protection Code of Professional Standards for Catholic School Employees.
- To facilitate cooperation and working in teams.
- To communicate effectively with parents.
- To adhere to procedures which implement duty of care responsibilities in the classroom, on all out of classroom activities, playground duty and bus supervision.

### **Reflects on teaching with a view to improvement**

- To participate in the appraisal structure operational within the College.
- To participate in the development of school policies and procedures.

### **Maintains and models up to date knowledge of curriculum, theories of learning and assessment of programs**

- To seek out opportunities for professional development to enhance curriculum knowledge and teaching skills.
- To share expertise and skills during staff development programs.



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### **Mentors and supports other teachers**

- To participate in appropriate induction programs.
- To assist beginning and new teachers to become familiar with the mission and procedures of the College and department.
- To share ideas, materials and methods with professional colleagues.

### **Carries out administrative and organisational tasks efficiently and consistently**

- To carry out procedures in the Staff Handbook relating to classroom and home room duties.
- To keep accurate records.

### **Manages resources safely and effectively**

- To implement risk management strategies and OH&S procedures.
- To be aware of resources available within the College.
- To adapt available resources to the individual needs of students.
- To take special care that classrooms are in order and tidy with special care to be taken in the efficient use of lighting, fans and airconditioning units.
- To model special care for the environment.

The College may vary this position description, after consulting with you, in response to the changing needs of the organisation.