



# Emmanuel Catholic College

## Duty Statement

### TEACHER

The success of the College and its educational mission is dependent on the quality and commitment of its teaching staff. Good teaching remains the single, most important element behind effective learning. It is also vital in building a positive and professional learning community. Clear support and commitment towards the shared vision of the College is a critical requirement for being part of the successful and dedicated teaching team at Emmanuel Catholic College.

The major responsibilities of classroom teachers are:

#### **Teaching and Learning and Classroom Practice:**

- To have class contact for timetabled lessons in accordance with the requirements of teacher workloads policy and as directed by the Principal. There is an understanding that commitment to extra-curricular activities will occur as per the College's nominal requirements.
- To teach timetabled classes using varied and appropriate teaching strategies including the integration of Information Technology.
- To facilitate appropriate remediation and extension activities.
- To develop and carry out, under the direction of the Head of Learning Area, suitable strategies and assessment tools for the evaluation of students achievement.
- To apply appropriate classroom management strategies in order to provide a positive and effective teaching and learning environment for all students.
- To conduct oneself in a professional manner in terms of dress, language, punctuality, behaviour, manner of life and professional courtesy at all times with students, colleagues and parents.
- To be mindful of the importance and requirement of this professional conduct in any dealing or relationship with students beyond the classroom setting. As such, teaching staff should not engage with students through social media and be mindful of their actions in social settings when students or parents are in attendance.
- To participate in the College's liturgical and calendared events as required.

#### **Curriculum:**

- To teach the curriculum as prescribed or approved by the Principal and Head of Learning Area and as per the relevant regulatory body, such as the School Curriculum and Standards Authority or ACARA.
- To be involved and contribute to school-based curriculum development when and where applicable.
- To prepare programs and course outlines as prescribed by the Head of Learning Area or the relevant curriculum authority.

- To plan and develop appropriate lessons using a range of suitable resources and appropriate technology.
- To undertake professional development and in-service courses as required so as to be aware of current educational trends and to keep up-to-date in relevant curriculum areas.
- To assess student work accurately and appropriately in accordance with what is required by the College assessment policy and as directed by the Head of Learning Area.

#### **Pastoral Care:**

- To demonstrate care and concern for the spiritual, emotional, physical and academic development of the students within one's care.
- To provide pastoral and supportive care for students within the College community as appropriate at the classroom and pastoral care teacher level.
- To communicate concerns about individual students to the relevant staff and pastoral team, as appropriate and with discernment for confidentiality where appropriate.
- To carry out the requirements of the Pastoral Care program as designated for the relevant Year Group and by the College's overall Pastoral Care priorities.
- To be involved in House activities and calendared College pastoral events as required.
- Full time teachers will be required to be a Form Teacher and have a teaching load of 24 teaching periods a week (FTE 1.0).

#### **Administration**

- To be involved in reporting at both an informal and formal level in accordance with College requirements through such means as school diaries, parent teacher evenings and formal school reports.
- To interact responsibly and professionally and contribute as part of a team with Learning Area colleagues and all staff in the broader College community.
- To carry out the designated duties and expectations for teachers with regard to class teaching, relief supervision and various meetings as requested.
- To readily undertake formative and professional appraisal as required within the College's ongoing teacher development.
- To independently fulfill the requirements for Accreditation, Teacher Registration and other professional clearances in order to maintain the appropriate certification and contract of employment.

#### **Extra-curricular:**

- To assist and engage actively in the extra-curricular program of the College, as determined by the College's extra curricula and co curricula policy.
- To support College activities by attendance at various extra-curricular and social functions where required. The Annual Commissioning Mass and

Presentation Evening are examples of significant compulsory events for all staff.

**Part-time Teachers:**

- Part-time Teachers are required to take on all duties and responsibilities commensurate to their FTE.