



Role Description – Secondary Classroom teacher

Preamble:

The document is written in the context of the Independent School NSW/ACT Standards Model (Teachers) Multi-Enterprise Workplace Agreement 2017. The classroom teacher is responsible for assisting in the implementation of a whole College improvement and innovation plan that is in alignment with the National School Improvement Tool (ACER). In addition, every teacher has a responsibility to keep up to date with their respective ISTAA and NESA requirements. All positions at the college are accountable to the Principal.

Primary Purpose:

The classroom teacher will work with other staff to be an effective professional who demonstrates thorough curriculum knowledge, can plan, teach and assess effectively, take responsibility for professional development and promotes the aims and objectives of the College. They will operate as a professional in 4 domains

1. Classroom
2. Faculty
3. Pastoral Care
4. Whole College programs

The major responsibilities outlined below are indicative of this role.

Accountable to:

The Principal

Relates to:

1. Faculty Coordinators
2. Year Advisors
3. Assistant Year Advisors/House Advisors
4. Deputy Principal
5. Head of Senior School
6. Deputy Head of Senior School – Student Wellbeing
7. Deputy Head of Senior School - Operations

Vision

Growing and nurturing excellence in learning, wisdom and service in the emerging Southwest of Sydney

Mission

Creating a vibrant learning community in which each student is valued, high standards of character, behaviour and relationships are set and Christ is honoured

Major Responsibilities

The classroom teacher is responsible to the Principal through the Head of Senior School and Faculty Coordinator for:

Classroom

Planning, Teaching and Class Management

Teaching allocated students by planning their teaching to achieve progression of learning through:

- identifying clear teaching objectives and specifying how they will be taught and assessed.
- setting appropriate academic and behavioural expectations.
- maintaining discipline in accordance with the College's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- being aware of and make provision for students who have learning difficulties or are gifted or who have other particular individual needs.
- the use of a variety of teaching methods.
- critical evaluation of their own teaching to improve effectiveness.
- participate in a peer to peer observation system to improve classroom practice.
- communicate with parents via the diary/phone/email about their child's progress as appropriate.
- liaise with the Faculty Coordinator to ensure the implementation of College policies and best practice.
- punctuality to class and the accurate marking of the roll every teaching and Pastoral Care period.
- taking Tuesday Afternoon Sport and/or Sporting teams when required to do so.
- taking extra teaching periods when required to do so.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching; ensure coverage of programs of study.
- Prompt marking, returning (2 weeks) and monitoring of students formal and informal assessment work and set targets for progress.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses to inform planning and recognise the level at which the student is achieving.
- Undertake assessment of students as requested by the NESA and College procedures; undertake assessment of students and participate in the College's reporting system to parents.
- Keeping abreast of statutory requirements in curriculum expressed by the NESA and other professional bodies.
- Writing student academic reports as per the College guidelines and within published time frames.
- Maintain an electronic markbook on Edumate.

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Faculty

Curriculum Development

- Have lead responsibility where possible for a year group subject or aspect of a year group subject and develop plans which identify clear targets and success criteria for its development and/or maintenance.
- Writing and evaluating programs as required by Faculty Coordinator in allocated timeframe.
- Maintaining program registers as required by Faculty Coordinator in allocated timeframe.
- Christian Worldview is evident in programs.
- Contribute to a positive atmosphere and collegiality within relevant faculties.

Pastoral Care

Pastoral Care Duties

- Be a Pastoral Care Teacher to an assigned group of students, building rapport with individual students and encouraging the holistic growth of each student.
- Plan for and implement the Student Wellbeing Program, 'Growing Capacity' (see Canvas).
- Promote the general progress and well-being of individual students and of the House/Year Pastoral Group as a whole.
- Monitor and report on the progress of individual students. Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved.
- Liaise with the Year Advisor/Assistant Year Advisor to ensure the implementation of the College's pastoral care system.
- Communicate with parents via the diary/phone/email about their child's progress as appropriate
- Sign and check Student diaries weekly.
- House system involvement at the discretion of the House Advisors. This involves active participation and attendance at all house meetings, inter-house events and any Pastoral-care based house activities.
- Assist in College Assembly and Chapel programs and events when required.

Whole College Activities

Other Professional Requirements

- Have a working knowledge of teachers' professional duties, standards and duty of care.
- Operate at all times within the stated policies and practices of the College including dressing in a professional manner.
- Contribute to the corporate life of the College through effective participation in meetings and management systems necessary to coordinate the management of the College.
- Take responsibility for your own professional development and duties in relation to Colleges policies and practices.

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Duties

The normal duties of Teachers may include, playground duties, sports duties, attending school camps, retreats, excursions, parent/Teacher and staff meetings, administration and assembly duties, pastoral care duties, school designated professional development training and/or meetings, and the usual extra-curricular activities and, in relation to Teachers appointed to residential positions, the usual residential duties.

(Source: 13.3 - the Independent School NSW Standards Model (Teachers) Multi-Enterprise Workplace Agreement 2017)

NB – Please see Staff Goal Setting, Reflection and Feedback documentation.

Perform any duties as is required by the Principal or his nominees from time to time.

The Classroom teacher is expected to be present at:

- all mandatory College events
- all mandatory professional development activities
- designated formal parent-teacher interviews for year groups they teach
- designated information evenings
- designated playground duties, sports duties assemblies, excursions, allocated committees and camps

This role description is underpinned by the College Policies, Procedures and Guidelines.

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