



ROLE DESCRIPTION

CLASSROOM TEACHER

1. PURPOSE

The Classroom Teacher is responsible for creating a positive and disciplined learning environment in the classroom, in co-curricular activities, in pastoral care activities, and in interacting informally with students. In this way, each student is challenged to grow in knowledge and maturity, according to his potential, in all aspects of his life

2. REPORTING RELATIONSHIPS

The role is responsible to Head of College, reporting through the Head of Department.

3. RESPONSIBILITIES

Maintaining a positive and effective learning environment through:

- Well-prepared and varied lessons, which cater to the range of student abilities and interests.
- Setting of realistic and challenging academic standards of student performance.
- A challenging and realistic program of student homework.
- Prompt and comprehensive attention to student work submitted for marking and supervision.
- Demonstrating knowledge, competence and confidence in the relevant subject discipline.

Demonstrating commitment to teacher professional development through:

- Interest and attendance at appropriate in-service courses,
- Commitment to a program of professional study and/or reading, and
- Ongoing links with relevant Professional Associations.

Providing data in relation to each student required for the College recording and reporting system.

Promoting the mission and ethos of the College through structured classroom prayer, participation in the liturgical life of the College, and modelling of appropriate standards of behaviour.

Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the College Discipline Policy and Procedures

Attention to rostered duties, e.g. yard supervision, examination supervision and excursions.

Supporting Heads of Department in the administration of each subject discipline including:

- Curriculum planning and development.
- Writing programs and maintaining registers, as required.
- Writing student academic reports per guidelines and within published time – frames

Supporting Heads of House in the management of each House.

Implementing the Pastoral Care Policy and Program by:

- building rapport with individual students
- Encouraging the growth of self-esteem in each student
- Identifying academic and personal issues which are impacting on the growth and development of each student
- Referring matters of concern in relation to students to the relevant Head of House.

Attending and participating in the co-curricular life of the College through the sporting and cultural calendar

4. REQUIREMENTS

It is a requirement that Teachers are loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the Executive and Head of College.

Knowledge and experience

- Relevant degree qualification
- Maintenance of current accreditation standards

- High level subject knowledge

Practical and specialist skills

- Current Teacher Registration
- Keeps abreast of statutory requirements in curriculum expressed by NESA and other professional bodies.
- Currency with specific subject teaching trends, best practice and the NSW Education Standards Authority (NESA) regulations and expectations
- High computer literacy in a Mac environment

Competencies

- **Accountable**

Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.

- **Attention to Detail**

Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follows established procedures where applicable.

- **Commitment**

Dedicated to a course of action, believes in the value of own contribution to Waverley College, and makes the extra effort for the school.

- **Communication**

Exchanges thoughts, opinions, ideas, messages and information through speech, writing or behaviour. Expresses information and ideas clearly and effectively.

- **Continual Learning**

Grasps the essence of new information, develops new knowledge and acquires new technical and business capabilities through self-development and seeking feedback from others. Recognises own strengths and weaknesses and pursues opportunities to develop.

- **Integrity**

Ability to maintain social, organisational and ethical values in all work activities. Displays a consistent set of principles.

- **Planning & Organising**

Uses time effectively and has the ability to successfully break project/job requirements down into tasks, establish objectives, milestones and frameworks in order to deliver results.

- **Responsible**

Taking accountability and being answerable for one's actions and outcomes. Takes ownership and control in order to fulfil one's obligations to make things happen.

- **Teamwork**

Willingness to participate as a member of a group that shares a common interest working together co-operatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.