

ROLE DESCRIPTION – CLASSROOM TEACHER

Position Purpose:

The Classroom Teacher is responsible for creating a positive and disciplined learning environment:

- in the classroom
- in co-curricular activities
- 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.

Areas of Responsibility

The Classroom Teacher is responsible for:

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 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 high levels of professionalism in all activities

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 including the New South Wales Institute of Teachers if applicable.

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

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 and 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
- Keeping abreast of statutory requirements in curriculum expressed by the Board of Studies and other professional bodies.
- Supporting Year Masters in the management of each Year Group.
- Implementing the Pastoral Care Policy and Program through the Tutor (Home Group) System, in particular:
 - building rapport with individual students
 - Encouraging the growth of self-esteem in each student
 - Identifying academic and personal issues which are impacting of the growth and development of each student
- Referring matters of concern in relation to students to the relevant Year Master.
- Attending and participating in the co-curricular life of the College through the sporting and cultural calendar

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 Headmaster of the College.