



## TEACHING STAFF ROLE DESCRIPTION

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Classroom teachers are appointed by the Principal and are expected to work in partnership with the Leadership Team in developing effective teaching and learning environments and in implementing the directions and policies of the school in order to bring about the Vision and Mission of the College as a Catholic School. All teachers are responsible for living out the Kildare Ministries Core Values as an integral part of their work at the College.

### Responsibilities

Marian College teaching staff responsibilities draw on the seven areas of the Standards of Professional Practice as determined by the Australian Institute of Teaching and School Leadership (AITSL). Teachers' work is also informed by the VIT Code of Ethics and Code of Conduct and the Kildare Education Ministries Policy on Ethical Standards.

Marian College is committed to providing a Child Safe environment. Central to the Vision and Mission of Marian College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Teaching staff will complete a self-review each year as part of the Marian College Staff Appraisal Process. This process includes the Annual Review Meeting which takes place in Term 4 each year.

### Specific Duties

As a Staff Member teachers at Marian College will:

- Carry out duties in a professional manner consistent with the ethics of the teaching profession and be aware of their responsibilities as role models in the community.
- Be aware of and show respect for the principles of Catholic Education
- Provide students with a child-safe environment
- Be familiar with and comply with the school's Child-Safe Policy, Code of Conduct and the Staff and Student Professional Boundaries Policy, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Use effective communication skills with students, colleagues, parents and others
- Work effectively as a member of a team in a range of school activities outside the classroom which extend students' educational experience
- Demonstrate accountability for all aspects of professional practice and seek continuously to refine and improve practice
- Understand and act in accordance with school policy, procedures and goals
- Participate in a breadth of Professional Learning activities that meet student, school and personal goals
- Participate in official College functions
- Be responsible for and maintain the resources of the College – rooms, furniture equipment
- Participate in decision-making and curriculum policy development by attending and contributing to all designated meetings
- Attend to additional duties such as yard duty, bus duty, extras, etc promptly and professionally
- Encourage and develop a sense of pride and connection with the school

As a subject teacher staff members will:

- Develop constructive relationships, based on Restorative Practices, and implement and maintain a classroom management plan
- Set clear, challenging and achievable goals for students
- Demonstrate sound knowledge of their relevant discipline areas and school goals applicable to their teaching
- Apply contemporary and relevant materials, teaching methods and programs within the curriculum areas being taught; document the learning and teaching program using the College's Learning Management System and ensure this accurately reflects current classroom practice.
- Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach
- Develop assessment instruments in a collegial manner, planning for common assessment tasks and timelines in teaching teams
- Know the characteristics of learners at different developmental phases and current educational strategies for addressing their learning needs
- Know and understand a range of learning technologies and their application to teaching and learning
- Prepare and teach relevant and engaging lessons catering for a diverse range of abilities
- Use a range of assessment strategies that reflect the use of assessment as, of and for learning
- Maintain accurate and comprehensive records of student progress and achievement
- Follow procedures detailed in the Submission of Work Policy and the Student Achievement and Consolidation Policy to support students to maximise their learning opportunities
- Use the Learning Management System to keep up-to-date notes regarding student issues which have an impact on learning
- Provide parents and students with detailed, accurate and informative written and oral reports
- Communicate with Homeroom Teachers, Year Level Leaders and parents regarding student issues
- Contribute to and participate in faculty based curriculum development and documentation

Teaching staff members who are Homeroom Teachers should also refer to the Homeroom Teacher role description.

Teaching staff members who are Year Level Team Members should also refer to the Year Level Team Member job description.

Dated: August 2019