

# Teaching Staff Responsibilities

## Classroom (Subject) Teacher

**Classroom (subject) teachers are appointed by the Principal and are expected to work in partnership with the Head of Learning, the Leadership Team, Domain Leaders and House Leaders in developing effective teaching and learning outcomes and implementing the directions and policies of the school.**

**All teachers at St Columba's College are responsible for implementing the College modelling and supporting the values as articulated in the College Mission and Values Statement – Learning, Community, Hope, Justice and Faith.**

**The responsibilities of the teaching staff at St Columba's College also draw on the five areas which the Victorian Institute of Teaching (VIT) has determined as the main attributes needed by the Teaching Profession. These responsibilities pertain to Professional Practice; Teaching and Learning Content; Teaching Practice; Assessment and Reporting; and Interaction with the School and Broader Community. The specific responsibilities and expectations pertaining to each of these VIT areas are outlined in the Appendix to this section of the *College Staff Handbook*.**

### KEY AREAS OF RESPONSIBILITY

#### As a Staff Member

1. To carry out duties in a responsible and professional manner consistent with the ethics of the teaching profession
2. To be aware and show respect for the principles of Catholic Education and Mary Aikenhead Ministries Educational Philosophy
3. To demonstrate effective communication skills with students, colleagues, parents and others
4. To work effectively as a member of a school team in a range of school activities outside the classroom which extend students' educational experience
5. To demonstrate accountability for all aspects of professional practice and seek to continuously to refine and improve practice
6. To understand and act in accordance with College policies, strategic intent, goals and procedures
7. To participate in a breadth of professional learning activities that meet student, personal and school goals
8. To participate in official College functions that are part of a staff member's professional duties
9. To encourage the growth of confidence in the College by developing in the students a sense of pride in its history, values and educational reputation
10. To maintain the resources of the College – rooms, furniture, equipment
11. To participate in decision making and curriculum policy development by attending and contributing to all designated meetings.

### **As Subject Teacher**

1. To demonstrate sound knowledge of relevant discipline areas and school goals applicable to their teaching
2. To apply contemporary and relevant materials, teaching methods and programs within the curriculum area being taught
3. To know the characteristics of learners at different developmental phases and current educational strategies for addressing their learning needs and to be responsible for the preparation and teaching of relevant engaging lessons
4. To use a variety of assessment and reporting methods, accessible to all and exclusive to none, to regularly monitor learning progress
5. To maintain accurate and comprehensive records of student progress and achievement
6. To provide parents and students with detailed, accurate and informative written and oral reports, particularly through official Parent/Teacher nights
7. To communicate with House Leaders, House Teachers and parents on student issues both personal and academic as they arise
8. To know and understand a range of learning technologies and their application to the classroom
9. To develop constructive relationships and implement and maintain a classroom management plan
10. To set clear, challenging and achievable goals for students
11. To be concerned with the pastoral care and discipline of the students and to work in conjunction with House Teachers
12. To participate in faculty-based curriculum development.

### **CONDITIONS**

Conditions are as per the *Victorian Catholic Education Multi Employer Agreement* (The Agreement) and St Columba's College employment policies.

*St Columba's College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:*

- a. Working with Children Check status, or similar check*
- b. Proof of personal identity and any professional or other qualifications*
- c. The person's history of work involving children*
- d. References that address the person's suitability for the job and working with children.*

*Any false or incomplete statement or information in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By submitting this application you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).*