



**ALL SAINTS'
COLLEGE**



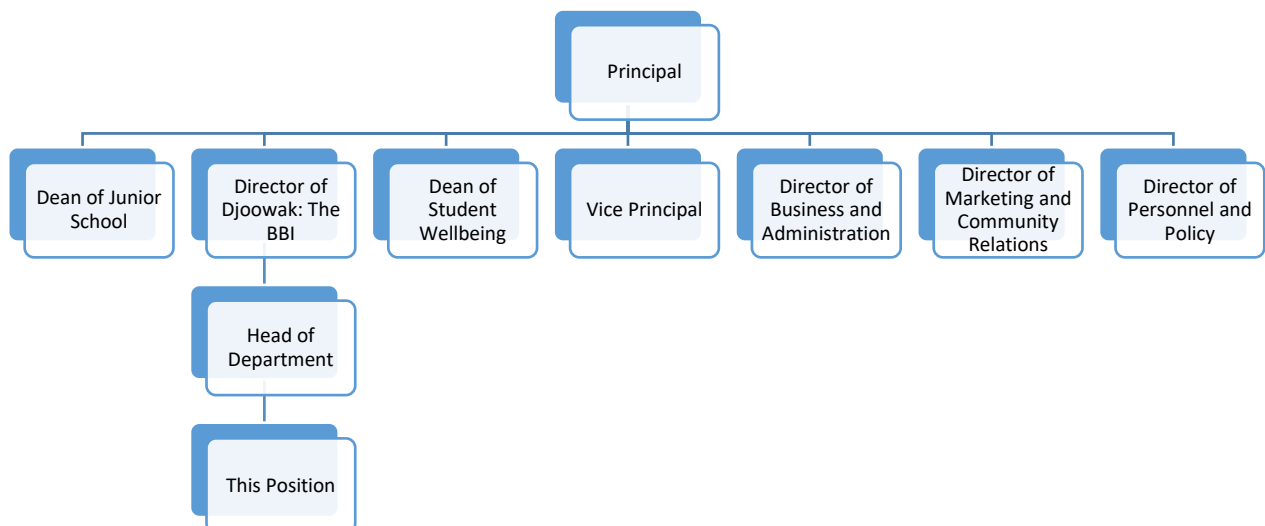
DUTY STATEMENT SENIOR SCHOOL TEACHER

All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.

POSITION PURPOSE

A Senior School Teacher is directly responsible to a Head of Department for teaching and curriculum matters. Years 7 and 8 teachers are responsible to the Head of the Transition Program and Heads of Department. A Senior School Teacher of Years 9 to 12 with a House Tutor role is also responsible to their respective Head of House for matters of student wellbeing. A Senior School Teacher who is a Tutor of students in Years 7 and 8 is directly responsible to the Head of the Transition Program for matters of wellbeing.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

All teachers at All Saints' College are committed to a philosophy of academic care, delivering high quality teaching in a supportive environment that recognises the needs of the whole child.

1. Curriculum Preparation

- (a) Prepare programs and course outlines which reflect the syllabus as outlined by the School Curriculum and Standards Authority, and as directed by the Head of Department.
- (b) Develop appropriate lesson plans using suitable resources, including ICT resources.
- (c) Participate in school-based curriculum development as required by the College.

2. Curriculum Delivery/ Facilitation

- (a) Have class contact for timetabled lessons for a maximum of 24 (55 minute) periods per week. (Cocurricular activities are additional).
- (b) Teach classes as timetabled by the Director of Djoowak using varied and effective strategies appropriate to the Learning Area/course and catering for the individual needs of students.
- (c) Facilitate appropriate remediation and extension activities.
- (d) Develop and carry out suitable formative and summative assessment strategies with students.
- (e) Maintain effective, current and accurate records of student academic progress, including monitoring and review of student progress.
- (f) Assist students to develop organisational and study strategies and skills.
- (g) Apply appropriate classroom management strategies in order to provide a positive and effective learning environment.
- (h) Undertake at least one cocurricular activity as determined by College priorities.
- (i) Participate in the College's Outdoor Learning program.

3. Administration

- (a) Report informally and formally to students and parents using verbal and written communication through the use of the Student Diary, Parent-Teacher evenings, the College's reporting program and other appropriate means.
- (b) Report informally and formally to the Head of Department, Head of House or Head of Transition, Director of Djoowak and Dean of Student Wellbeing, as required.
- (c) Carry out extra duties as required - for example grounds duty, internal relief, special Chapel services, parent information evenings, College functions, fellowship events, staff meetings, Departmental meetings and the Presentation Ceremony (Note: Attendance at the Presentation Ceremony is compulsory for all teaching staff).

4. Student Wellbeing

- (a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students.
- (b) Support the Christian ethos of the College.

- (c) Communicate information about student wellbeing to parents, Head of House, Head of Transition, House Tutor, Chaplain, College Counsellor/s, Dean of Student Wellbeing, Director of Djoowak or Principal, as appropriate.
- (d) Carry out Tutor duties as required by the College.
- (e) Participate in House or Transition activities as required by the Head of House / Head of Transition.
- (f) Support all facets of the College's wellbeing programs, such as Eucharists, carnivals, Assemblies, House activities.

5. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- (c) Participate in all relevant College staff meetings and professional development opportunities.
- (d) Maintain professional confidentiality concerning information about staff and / or students.
- (e) Strive to implement productivity, quality and service improvements on a continual basis.
- (f) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (g) Comply with Occupational Health and Safety requirements in the workplace.
- (h) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (i) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of the College.

6. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

June 2016