



**ALL SAINTS'
COLLEGE**



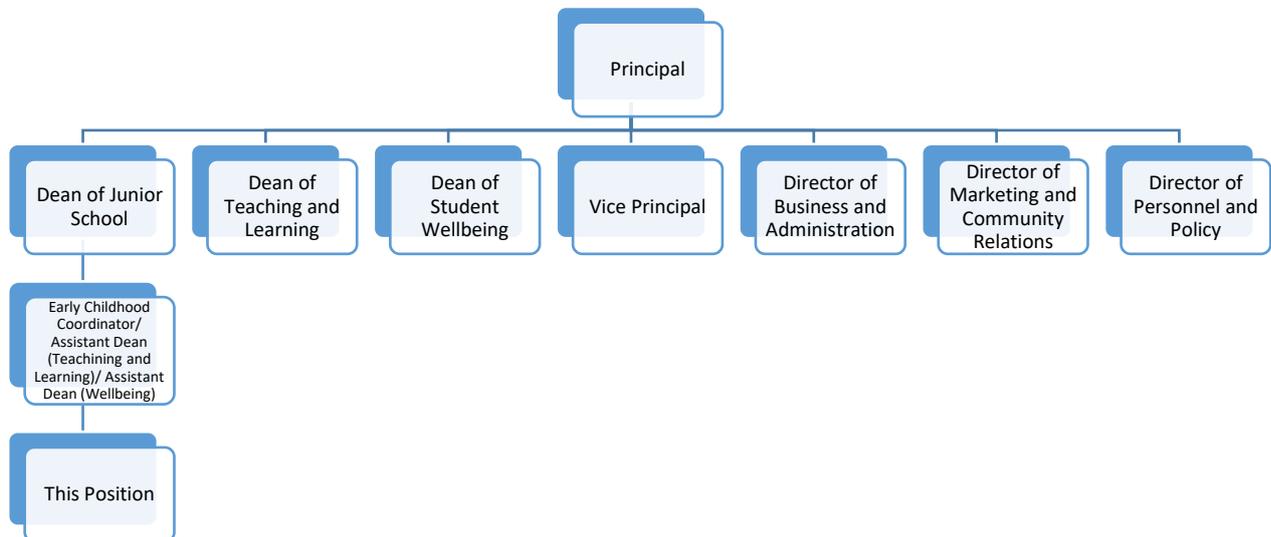
DUTY STATEMENT JUNIOR SCHOOL TEACHER

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 Junior School Teacher is directly responsible to the Dean of Junior School. For teaching and curriculum matters: those with a specific Pre-Kindergarten to Year 2 teaching role are also responsible to the Early Childhood Coordinator; and those with a specific Years 3 to 6 teaching role are also responsible to the Assistant Dean (Teaching and Learning). For matters of wellbeing, Pre-Kindergarten to Year 2, teaching staff are responsible to the Early Childhood Coordinator and for Years 3 to 6, the Assistant Dean (Wellbeing).

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

Junior School Teachers will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following:

1. Curriculum Preparation

- (a) Plan and develop teaching/learning programs in key learning areas, which reflect and incorporate the College Mission Statement and Curriculum Framework.
- (b) Participate in school-based curriculum development as required by the College.

2. Curriculum Delivery/ Facilitation

- (a) Have class contact time of 24 x 55 minute periods per week (full-time).
- (b) Create a learning environment using a variety of teaching strategies, which stimulate interest in learning and promote a striving to fulfil academic, spiritual, social, emotional and physical potential.
- (c) Facilitate appropriate individualised remediation and extension activities.
- (d) Use a range of assessment and evaluation techniques to provide multiple opportunities for students to demonstrate knowledge and skill.
- (e) Acknowledge that assessment and evaluation are important and integral parts of the teaching/learning process and keep up-to-date student records on each student's learning.
- (f) Submit programs at the commencement of each term to the Early Childhood Coordinator (Pre-Kindergarten – Year 2) and the Assistant Dean (Teaching and Learning). The Curriculum Organiser computer program is the selected means by which to do this.
- (g) Communicate student progress to parents in the form of portfolios in Terms 1 and 3, interviews, and formal semester reports.

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 or other appropriate means.
- (b) 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 (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) Uphold and support the guidelines for student behaviour and dress as set out by the College.
- (c) Provide a caring environment supportive of the Christian ethos and liturgical activities of the College.

- (d) Relay concerns regarding particular students to Dean of Junior School, Assistant Deans of Junior School, Early Childhood Coordinator, Chaplain, College Counsellor or Principal as appropriate in accordance with College procedures.
- (e) Participate in House activities (including House meetings) as required by the Dean of Junior School.
- (f) Attend school camps held in Term 1 each year, as required.

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) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) 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.
- (h) Operate as a 'team player' always 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.*

May 2020