



ROLE DESCRIPTION

SECONDARY CLASSROOM TEACHER

Classroom teachers are the 'front-line' staff in the daily activities in a school. Their dedication to their craft, their knowledge and skills within their discipline(s) and their care for the students are major factors in making a school a happy, cohesive and productive organisation.

RESPONSIBILITIES & DUTIES

Spiritual life of the college

- Ensuring that the mission of Marist College Ashgrove in the tradition of the Marist Brothers permeates all aspects of leadership and management related to this role;
- Witnessing to the Catholic values of the school;
- Demonstrating faith as an integral part of the mission of the College.
- The acceptance of and commitment to the College's Mission Statement and the Marist ethos and Champagnat vision that has existed here from the College's foundation in 1940.
- Nurturing positive human relations among all staff – teaching, services, boarding, school officers and
- Leading students in prayer in their Tutor groups, classrooms and supporting the faith life of the College by their presence at Assemblies and school and class liturgies as appropriate and requested.

Collaborate in the promotion of the college as a centre of excellence in teaching and learning by:

- Their commitment to excellence in the preparation and delivery of lessons
- The professionalism of assessment and evaluative processes in classrooms
- Recognising that teachers need to be life-long learners –
- with further study, and/or professional development opportunities taken up when appropriate to enhance skills and abilities in their teaching disciplines
- seeking opportunities to develop pastoral care skills – recognising that our vocation is first and foremost the care of the young.
- Acceptance of and commitment to an annual performance review
- Attendance at Parent-Teacher meetings

Administration and management

- Working in collaboration with the Centre for Learning Enrichment to ensure that individual student needs are recognised and facilitated in all teaching within the department and that special consideration and pastoral procedures are implemented, as appropriate;
- Working in collaboration with the Head of Students, the Head of Teaching and Learning and Heads of House, to address student management issues;

- Ensuring that assessment practices and procedures are followed and ensuring these relate to, and enhance, the teaching-learning process;
- Participate in formal cross-marking procedures and monitoring marking and the quality of student work, to ensure work programme requirements are followed, comparability between teachers is maintained and high standards are maintained and enhanced;
- Ensuring that reports are written in a professional manner, reflecting syllabus/program desired outcomes, and that reporting processes are followed;
- Attending faculty meetings and staff meetings;
- Working with department staff to ensure that workplace health and safety requirements and practices are met as they particularly apply to the work of the department;
- Maintaining up-to-date all required records within their teaching disciplines – of work programs, student results, assessment instruments, Queensland Curriculum and Assessment Authority requirements etc. and storing this data on the College's departmental drives;
- Ensuring that student work requiring checking or correction is completed by required deadlines as outlined by department or Curriculum Leaders or the Deputy Head(s) of School
- Assisting in the planning for work programs, examinations, assessment, evaluations and other departmental or Curriculum Leaders resources as required;

PASTORAL CARE

- Undertaking the role of Pastoral Group Teacher which involves
 - daily administration as appropriate
 - marking student attendance roll
 - monitoring attendance, parent communications, punctuality, grooming, and uniform
 - attendance at House Meetings as required by Head of House
 - attendance at staff reporting days
 - attendance at parent-teacher interviews
- OR
- Undertaking the role of Associate Pastoral Group Teacher [non-PAR positions] which involves
 - replacing absent pastoral group teachers as necessary
 - attendance at House Meetings
 - attendance at staff reporting days
 - attendance at parent-teacher interviews

PROFESSIONAL DEVELOPMENT

- Keeping abreast of developments in the areas of contemporary curriculum leadership, learning and teaching through on-going professional reading and research
- Facilitating the professional development of staff through organising appropriate internal programmes, recommending suitable off-site in-service opportunities and encouraging teachers to share new learning;
- Providing leadership, support and encouragement to teachers in the development and implementation of a variety of best practice teaching and learning strategies;

- Liaising with the Head of ICT, to encourage the appropriate use of information and communication technologies within the classroom;
- Managing the performance of teaching staff through on-going professional discourse, facilitation of reflective teaching practice, and formal and informal goal-setting and appraisal (including IPLPs) and assist them to evaluate their learning progress.

GENERAL

- Participating in review and appraisal processes;
- Actively participating in decision-making regarding departmental policies and procedures;
- Actively supporting and implementing all College policies and procedures;
- Demonstrating interest and active involvement in the total life of the College, in curricular and co-curricular activities, parent information nights, subject selection meetings, orientation and induction activities, parent educational evenings;
- Other appropriate duties as required by the Curriculum Leader or Headmaster.

REPORTING RELATIONSHIP

The role holder is responsible to the Deputy Headmaster through the Head of Department.

CONDITIONS

This is a teaching position.