St Francis de Sales College
Teacher Duty Statement

INTRODUCTION

Staff at St Francis de Sales College are first and foremost teachers of students rather than classes or subjects.

Students are individuals with different strengths and weaknesses and different intellectual, psychological, spiritual and emotional needs. Recognition of these differences is good pedagogy and is also consistent with the College vision to achieve personal excellence. All staff of the College have individual and collective responsibility for the learning program, policies and procedures at St Francis de Sales College.

All staff in a Catholic school have a role in promoting the mission of the church therefore all teaching staff will be expected to:

- support the Catholic ethos of the College as expressed through the spirit of St Francis de Sales
- support the prayer and liturgical aspects of the College
- comply as appropriate with SACCs Accreditation policy.

It is expected that staff set a high example to the students in the neatness of their appearance and standard of professional dress. Appropriate professional dress may vary according to the specific roles and duties of the staff member.

PROFESSIONAL RESPONSIBILITIES

- Have a commitment to uphold, support and contribute to the Catholic ethos, Religious Education, liturgical program and ministry programs of the College
- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Understand the employer’s requirements and act in accordance with South Australian Commission for Catholic Schools (SACCs) and the College’s policies, guidelines and procedures
- Complete administrative tasks accurately and on time including record keeping
- Participate in professional development activities which lead to improved student outcomes and strengthen professionalism and knowledge
- Assist appropriately, students who are hurt, sick or in distress
- Meet and teach students at designated locations and times
- Develop and maintain effective professional partnerships with other staff
- Undertake supervision duties including yard duty diligently
- Attend staff meetings, parent teacher interviews and other co-curricular activities
- Accept delegated responsibilities
- Undertake co-curricular activities as set out by the College consistent with the 2010 Enterprise Agreement
CONTENT OF TEACHING AND LEARNING

- Plan a comprehensive learning program underpinned by SACSA /SACE
- Address students’ varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and style and plan learning experiences that enable all students to achieve success
- Demonstrate sound knowledge of the learning area, SACSA/SACE/Australian Curriculum, appropriate teaching methodologies and technologies and their application to the classroom
- Apply appropriate methods of assessment and reporting
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice
- Integrate the use of technology in learning

CLASSROOM MANAGEMENT AND BEHAVIOUR EDUCATION

- Establish positive and effective relationships with students
- Establish and maintain a task oriented learning environment
- Set and adhere to timelines for completion of work
- Negotiate and implement consequences if expectations are not met
- Arrange student furniture to suit the learning activity
- Work with students to create an attractive and welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCs Policy for the Development of Personal Responsibility (2010)
- Apply behaviour management skills in line with school policy
- Respond appropriately to student behaviour
- Identify factors contributing to prolonged, repeated inappropriate behaviour and seek resolutions
- Consistently maintain behavioural expectations
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

ASSESSMENT AND REPORTING OF STUDENT LEARNING

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor the learning process
- Develop rubrics for assessing and recording student progress
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
• Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College

INTERACTION WITH COLLEGE AND BROADER COMMUNITY

• Demonstrate effective communication skills with students, colleagues, parents or guardians and others
• Work effectively as a member of a school team in a range of school activities
• Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas

OCCUPATIONAL HEALTH SAFETY & WELFARE

Commitment
• Support the development and maintenance of a best practice OHS&W culture within their workplace
• Adhere to safe work practices
• Be responsible for OHS&W and maintenance in any area or classroom designated
• Provide appropriate OHS&W training for persons using designated areas
• Encourage colleagues and others on the worksite to adhere to safe work practices

Legal and policy requirements
• Comply with all relevant policies and procedures
• Improve systems of work and safe practices

Plans and budgets
• Implement relevant actions in OHS&W plans as required by the teacher’s supervisor(s)

Performance and training
• Participate in relevant OHS&W training programs
• Provide appropriate OHS&W training for persons using designated areas
• Include OHS&W goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk management and hazard control
• Report hazards and unsafe workplace practices associated with the workplace to their supervisor
• Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident reporting and investigation
• Report work related injuries and incidents in accordance with the Catholic Church Safety Manual
• Participate in the investigation of potential hazards, dangerous occurrences, OHS&W incidents and near misses in accordance with the Catholic Church Safety Manual
Consultation

- Raise OHS&W issues with their work colleagues, supervisor, or local OHS&W committee, and assist with their resolution
- Regularly discuss OHS&W issues with other staff at staff meetings
- Regularly consult with colleagues on OHS&W issues, and actively participate in OHS&W committees if required

Monitoring

- Monitor and evaluate their own OHS&W performance
- Monitor the health, safety, and wellbeing of work colleagues to ensure they can undertake their work safely
- Participate in workplace OHS&W inspections/audits, and assist in the maintenance of OHS&W facilities, resources, equipment and information
- Monitor workplace OHS&W performance and progress of the OHS&W action plan for the site

Please note:
This Teacher Duty Statement is a general document and should be read in conjunction with the specific Position Information Document.