



## TEACHER

### Role Description

The Teacher supports the Principal in maintaining and developing the school as a centre of quality teaching and learning. The Teacher is responsible for the academic programs and pastoral care of the students in their classes, including Circle Class. The Teacher works as a member of the faculty, house and year well-being team to which they belong.

This position reports to the Principal through their Subject and Year Coordinators.

#### **KEY AREAS OF RESPONSIBILITY**

1. Cultural/Religious
2. Educational
3. Pastoral and discipline
4. Community
5. Administrative

**1. Assists in the continuing development of a culture that is in harmony with Catholic tradition, the charism of Mary Ward and the heritage of Loreto.**

- 1.1 Encourages and support the growth, appreciation and acceptance of the values and beliefs of the Catholic Church.
- 1.2 Fosters the religious dimension of the curriculum and ensures that Catholic values are reflected in subject materials.
- 1.3 Supports the policies and procedures that realise the goals of the Loreto Schools of Australia Mission Statement.
- 1.4 Supports the prayer and liturgical life of the School.
- 1.5 Supports and promotes the School's pastoral care policy.

**2. Supports the Principal in the continuing development of the School as a centre of quality teaching and learning.**

- 2.1 Creates a climate in the classroom where excellence in learning is highly valued.
- 2.2 Prepares lessons thoroughly.

- 2.3 Corrects and returns work promptly to students.
- 2.4 Ensures that the school's assessment and reporting procedures are applied.
- 2.5 Is aware of students in the class who appear on the confidential "Special Awareness List".
- 2.6 Assists with the identification and learning of students with particular gifts, talents and learning difficulties.
- 2.7 Assists individual students with specific learning difficulties or special needs and collaborates with the Academic Support Department.
- 2.8 Integrates information skills into all learning and teaching; implement information technology into the curriculum where appropriate.
- 2.9 Collaborates with the Subject Co-ordinator and members of the department in the development of programs.
- 2.10 Keeps informed about matters relating to curriculum development and with developments in methods and resources.
- 2.11 Participates actively in the school's teacher review and development process.

**3. Support the Principal in developing a coordinated and integrated Pastoral Care and Discipline System within the School.**

- 3.1 Attends Circle Class or Year Class each day and creates a climate to develop a cohesive group.
- 3.2 Adheres to the Circle Class procedures outlined in the staff handbook.
- 3.3 Prays with the class.
- 3.4 Encourages students and guides them through difficult times.
- 3.5 Interviews each student in the Circle Class.
- 3.6 Monitors student discipline, particularly in relation to school rules as indicated in the diary.
- 3.7 Monitors Warning Slips.
- 3.8 Ensures that students care for their classrooms and lockers.
- 3.9 Is involved in the Loreto Kirribilli Wellbeing and Circle programs, particularly items that are timetabled for Year Meetings.
- 3.10 Promotes the activities associated with the School's charism, encouraging student development in leadership.
- 3.11 Carries out the following tasks:
  - 3.11.1 Marks the roll.
  - 3.11.2 Enables the election of SRC, Liturgy and JPIC Representatives.

- 3.12 Supports the Recycling Program and other environmental programs
- 3.13 Monitors and engages with students' involvement in the life of the school (academic, pastoral, co- and extra-curricular)
- 3.14 Writes meaningful Circle Comments and Year 12 references that show a knowledge of the student (pastorally, academically, spiritually and emotionally).
- 3.15 Knows each student's goals and check on their progress toward their goals.

**4. Supports the Principal in fostering a cohesive school community.**

- 4.1 Provides support and loyalty to the Principal.
- 4.2 Gives practical support to the School Executive Team, Subject and Year Wellbeing and House Academic Care Coordinators.
- 4.3 Collaborates with members of their department.
- 4.4 Communicates with parents at Parent/Teacher meetings and at other appropriate times.
- 4.5 Assists student teachers, inexperienced teachers and teachers new to the school.
- 4.6 Supports other staff, particularly within the department.
- 4.7 Supports staff by accepting 'extras' and 'in lieu's' as required.
- 4.8 Attends assemblies, Year meetings/activities and whole school functions as required.

**5. Contributes to the effective leadership and administration of the School.**

- 5.1 Supports and implements school policies and procedures.
- 5.2 Supports and implements departmental policies and procedures.
- 5.3 Ensures that subject registers are kept up to date.
- 5.4 Keeps mark registers up to date.
- 5.5 Keeps an accurate record of student attendance in Circle class, Year class and subject classes.
- 5.6 Undertakes duties and supervision as required. E.g. playground, gate duties.
- 5.7 Attends relevant professional development in-services.
- 5.8 Attends staff/departmental/Year and Circle team meetings as required.
- 5.9 Demonstrates a willingness to undertake other responsibilities as negotiated with the Principal, within and beyond the department, including co-curricular activities.