Role Description

Title/Role   Teacher

Award   Salaries and Conditions as per the Catholic Education Award

Supervisor   Ultimately responsible to the Principal, Deputy Principals, Directors and immediately responsible to an assigned Head of House and Teaching and Learning Manager.

Position Objective   To plan, implement and manage appropriate learning programs for students and to assess student progress

Role Focus

Teachers at Guilford Young College will undertake a range of pastoral and teaching related duties as guided by the Guilford Young College vision and mission statements. These duties include:

- active support and modelling of the Catholic ethos by participating in the prayer life and liturgical celebrations of the College;
- classroom teaching utilising flexible teaching and assessment strategies;
- preparation, implementation and evaluation of appropriate learning programs including assessment of students and their learning needs;
- communicating to students the syllabus, standards, and criteria for assessment with ongoing performance feedback;
- for each class, maintaining accurate records of attendance, lesson planning and assessment;
- observing duty of care and recording appropriate information into 'Teacher Notes’ on Filemaker;
- timely processing of attendance and absentee records;
- reporting professionally to students, parents, colleagues and the appropriate authorities;
- participation in staff meetings, administrative processes and relevant professional teams;
- collaborative planning with colleagues to ensure appropriate resources and facilities are shared;
- willingness to provide service to the profession of teaching such as assisting colleagues, new teachers to the College and student teachers;
- active partnership with students' families through early communication;
- active pastoral care and Pathway planning for students in Tutor;
- modelling punctuality and time management;
- out-of-classroom student supervision and relief supervision as required;
- an active involvement in professional learning within and across disciplines and maintaining a Personal Professional Profile in consultation with the Teaching and Learning Manager;
• adherence to the Workplace Health & Safety and other policies of the College;

• active participation in general school activities including such things as sport, student committees, ceremonaries and retreats;

• maintain appropriate and professional dress standards;

• modelling of restorative practices in relating to students, staff and parents; and

• adherence to strict confidentiality with respect to information about students and staff.

As part of their duties as a teacher at Guilford Young College, all teachers are asked to accept responsibility in taking the lead role in at least one subject that they are teaching. The subject/s a teacher is asked to lead in is stated in their letter of appointment and teachers can be assured of support from their Teaching and Learning Manager. The following questions are provided as a checklist for lead teachers to assist them in their role:

• Do all teachers and students have copies of the current syllabus and assessment requirements?

• Is the information provided on the Interim, Term 3 reporting templates correct?

• Who will take responsibility for the setting and photocopying of mid-year Exam papers?

• How will we organise moderation in this subject, including cross-marking and the validation of assessments, especially at the time of mid-year exams?

• What processes will be used to convene and conduct two timetabled subject meetings this year that ensure that colleague teachers are able to participate in decision making and are briefed about important information - and that Managers and Directors are provided with courtesy copies of agenda and minutes?

• What processes will be used to encourage the sharing of resources and best practice in this subject?

• What processes will be used to make sure that single teachers of a subject are supported in the teaching of this subject by being able to work closely with a teacher from another College?

• How will we make sure that there is comparability of assessments across multiple classes of a subject in the College?

Teachers at Guilford Young College are responsible for the successful management of their assigned teaching duties and associated activities. They receive broad direction, guidance and informative feedback from members of the College and Campus Leadership Team. Following the initial induction process, and as the teacher gains further experience, it is expected that the direction and guidance provided will reduce accordingly.

**Essential Requirements**

Appropriate teaching qualifications and a current Certificate of Teacher Registration and Catholic Education Office accreditation
Teacher Role Priorities

This document is intended to clarify the Guilford Young College Teacher Role Description and give some guidance about role priorities for Teachers. (Priorities are in no particular order)

- Strive to apply the highest teaching standards and to improve learning outcomes for all learners. This includes using flexible/creative pedagogies, ongoing/transparency assessment and feedback (assessment of/for/as learning).

- Collaborate as a member of a Teacher Team led by a Teaching and Learning Manager to complete a Personal Professional Profile, use audit tools and progress a pedagogical goal.

- Meet individually with each student in your class to discuss/determine the specific goals they have in your subject.

- Make contact with the parent or guardian of students causing concern in your class before Week 4 to brief them about their progress before the Interim Report.

- Utilise a budget, meet all deadlines for moderation and reporting and participate collaboratively and productively with all colleagues but especially those in your Moderation Group.

- Form productive educational relationships with your students and manage student behaviour positively (working with parent, Tutor, T/L Manager &/or House Leader as required).

- Challenge students who are in breach of Code of Conduct using restorative practice principles and GROWTH coaching and communicate ongoing non-compliance to their Tutor.

- Make communication with parents regarding learning challenges and continuing classroom breaches of code of conduct.

- Attend Campus Staff Briefings, calendared Staff Meetings and meetings with a Teaching and Learning Manager as scheduled.

- Promptly process attendance, seek clarification for unexplained absence from students and facilitate a Reparation where necessary.

- Take the lead role in a subject.

- Participate in ongoing Professional Learning, documenting it on Filemaker and sharing this with colleagues e.g. in staff meetings etc.

- Assist/mentor new staff to the College.

- Record all communications with students, staff and parents regarding behaviour and pastoral challenges in FileMaker Teacher Notes.

- Regularly check email for important communications.