



Position Description Classroom Teacher

Position Purpose:

The Classroom Teacher is responsible for creating a positive and disciplined learning environment:

- In the classroom
- In co-curricular activities
- In interacting informally with students

In this way, each student is challenged to grow in knowledge and maturity, according to his/her potential, in all aspects of his/her life.

Areas of Responsibility:

The Classroom Teacher is responsible for:

Promoting the mission and ethos of the school through structured devotions, participation in the worship life of the school, and modelling of appropriate standards of behaviour.

Maintaining a positive and effective learning environment through:

- Well-prepared and varied lessons, which cater to the range of student abilities and interests, allowing for spontaneity.
- Setting of realistic and challenging academic standards of student performance. Ensure that students have a clear understanding of the goals of each unit of work, of what and how much work they will be required to complete and the required quality and completion date for the work.
- A challenging and realistic program of student home learning.
- Prompt and comprehensive attention to student work submitted for marking and supervision.
- Demonstrating knowledge, competence and confidence in curriculum content.
- Maintaining authority by establishing and upholding standards of appropriate classroom behaviour and adherence to school policies e.g. dress code, punctuality, attendance, etc.
- Use of engaged time by
 - Setting a good pace and providing for a change of pace
 - Avoiding engaging students in "busy work"
- Use of text
 - Not being a slave to the text
 - Using a text as a road map
- Keeping within 1-2 days of the scheduled course outline
- Excursions and other activities
 - To apply student experiences to classwork



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Professional Conduct:

- Demonstrating commitment to teacher professional development through interest and attendance at appropriate in-service courses, commitment to a program of professional study and/or reading, and ongoing links with relevant Professional Associations.
- Providing data in relation to each student required for the school recording and reporting system.
- Maintaining open channels of communication with parents and other relevant staff members on class activities, student progress, work practices and behaviour.
- Maintaining accurate attendance rolls.
- Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the School Behaviour Management Policy and Procedures and attention to rostered duties.
- Work together with teaching colleagues on careful and detailed preparation of units of work, resources, lesson plans, assessment tasks, and assessment criteria sheets.
- Due to the nature of teachers work, preparation and other school work may need to be carried out after - hours during the teacher's own private time.

Teacher Attributes:

1. Enthusiasm
 - Students can feel the excitement
 - Students easily detect the teacher's love for job and subject
2. Preparation
 - Teacher has or develops a good knowledge base of the curriculum policies of the school
 - Teacher plans and prepares lessons daily
3. Punctuality
 - Arrives to school with sufficient time to be prepared for the daily business of teaching
 - Arrives to classes on time
 - Begins and ends classes on time for non-contact teachers
 - Expects and encourages students to arrive on time
 - Arrives at scheduled meetings on time
4. Support and concern for students
 - Lets students know that he/she cares about their success
 - Takes time with students
 - Allows for creativity
 - Is friendly and courteous
 - Is supportive and encouraging
 - Is smiling, caring and supportive
5. Consistency
 - Is consistent in attitude and dealings with students
 - Is always well prepared to teach class
6. Politeness
 - Treats students with respect

strong in **values**
strength in **character** *living hope*



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- Does not condescend
 - Avoids embarrassing students in class
 - Only uses constructive criticism
7. Firmness and control
 - Is firm in a kind manner
 - Maintains a proactive role in the management of student behaviour by adopting a Restorative Justice approach to developing students' ability to abide by the Behaviour Management policy of the school
 8. Treats all students equally, without showing favour to particular students
 9. Provides personal help
 - Takes time to explain concepts
 - Gives individual attention
 10. Accepts individual differences and celebrates diversity
 11. Employs an effective delivery
 - Clarifies for understanding
 - Creates a sense of fun with learning tasks
 - Eliminates bad, irritating and/or distracting habits
 - Avoids tangents in teaching
 12. Has high expectations of class members
 13. Is humble
 14. Is fair
 15. Has a sense of humour; is relaxed
 16. Interpersonal relationships with students
 - Does not allow students to call him/her by first name or nickname
 - Focus is on student needs not personal popularity
 - Maintains a healthy teacher-student relationship
 - Respects students and maintains a friendly but professional relationship without letting personal interests override student needs.
 17. Maintains a clear professional boundary between teachers and students by ensuring students use correct titles and surnames when referring to staff members
 18. Does not allow one or two students to monopolize or dominate the class
 19. Willing to pray with and for students, colleagues and school families