

St Scholastica's College Position Description

- Classroom Teacher



St Scholastica's College is a Catholic Girls' Day and Boarding School in the Good Samaritan tradition, which recognises and respects the dignity and individuality of each person within our multicultural community.

We strive to develop each student's capabilities through a variety of quality learning experiences by emphasising the strengths of each student, promoting her individuality, providing educational challenges and the freedom to learn.

Position: Classroom Teacher

Classification: Teaching

1. Role Purpose

Teachers at St Scholastica's are committed to the pastoral ideals of the College in caring for their students. The role of all teachers is to promote the understanding and achievement of each student according to her individual ability. Teachers are expected to complete their work in a professional manner. The many tasks performed by each teacher require that each person is well organised

2. Role Responsibility

The Classroom Teacher is responsible to the Principal via the Assistant Principal Teaching & Learning.

3. Role Accountability

Classroom Management and Procedures

- Incorporate techniques and teaching strategies appropriate to the subject area and the varying needs of the students to reflect contemporary pedagogy.
- Ensure the creation of a positive learning environment
- Communicate praise and feedback to students
- Have adequate lesson preparation
- Begin and end lessons punctually
- Keep an accurate attendance check
- Allocate meaningful homework appropriate to the requirements of the course and give positive feedback
- Ensure the classroom is left in reasonable order
- Reinforce the observance of school rules
- Employ appropriate classroom management techniques and follow procedures in the Student Welfare handbook
- Liaise with Studies or Guidance Coordinators where appropriate.

Departmental Responsibilities

- Work cooperatively with all colleagues
- Take responsibility for writing programs and ensuring outcomes are met
- Complete Registers as required
- Pursue professional development courses

General Duties and Responsibilities

- Perform supervision and other duties as required
- Take responsibility for their manner of dress so that it is always neat, clean and appropriate.
- Attend parent teacher evenings and other school functions as required
- Actively participate, support and promote school activities
- Support the Pastoral Care of the College by participating in whole College activities eg camps, retreats, homeroom, excursions, assemblies

- Perform supervision and other duties as designated in an active manner. This includes playground and examination supervision, extras, tutorial monitoring and staffroom duties.
- Promote the Catholic ethos and Good Samaritan/Benedictine charism of the College through prayer, a prayer space, encouragement of College/Good Samaritan events.