



STATEMENT OF DUTIES FOR TEACHING STAFF

All teaching staff are to act in accordance with Guidelines and Frameworks set down by the Victorian Institute of Teaching, the Victorian Registration & Qualification Authority, the Catholic Education Commission of Victoria and Catholic Education Office, as well as local policies and practices. All employees in a Catholic school, are expected to display an understanding of what the term 'Catholic Ethos' means and to be seen to be living out the mission of the school. All teachers must follow all aspects of Ministerial Order 1359.

As a teacher at St Thomas More Catholic Primary School you are required/expected:

- to teach in a manner that, at all times, reinforces the Catholic Ethos of the school by word and action.
- to provide a learning environment that allows for the wellbeing and confidence building of each child.
- to prepare an appropriate curriculum in line with school documents and the Victorian Curriculum so that each child achieves their highest standard suitable to continue to progress in their education.
- to prepare a term overview in areas of HAPE, ICT, Maths, Literacy, Religious Education, Inquiry and, if applicable, specialist subjects.
- to prepare a weekly work program in advance of teaching. This is to be prepared in such a manner, that should you be absent, the program is available and continues without interruption by a replacement teacher. The work program is to be uploaded on to the St Thomas More School server before the Monday of each week.
- to plan well ahead of class lessons and have all materials organised and on hand.
- to attend relevant class excursions and overnight school camps.
- to assess and monitor all student's progress in a regular manner. The recording of progress will be kept in your work program and will form the basis of further teaching and reporting. These records also need to be made available for perusal upon request.
- to report to parents as outlined in our Reporting Policy and as required by Government and systemic authorities.
- to attend all staff meetings (pro-rata, if applicable), level planning meetings, PLTs and, where possible, attend extra curricula staff activities e.g. school Masses, social events etc.
- to complete yard duty diligently and with all care possible. You are expected to keep your first aid qualifications current. You are not to leave a class unsupervised at any time. If teachers need to leave the classroom, a message should be sent to the office or to a nearby classroom so that the class can remain under supervision.
- to take release time on a day to be advised during which time you are expected to prepare work and plan for classroom learning in a professional learning team.
- to have a commonality of work programs with colleagues at the same level.
- to attend in-services deemed appropriate to your interests or needs in the areas of Professional Development.

- to notify parents of any change, positive or negative, in a child's attitude, behaviour or work patterns by means of school diary, separate note or phone call. These observations or notes are to be digitally recorded.
- to provide support to all staff members.
- to take responsibility for cleanliness of the classroom and the school environment.
- to remain aware that the school is your workplace and that all OH&S issues need to be reported. To keep your classroom, work areas etc. safe in accordance with Worksafe requirements.
- to participate fully in all staff meetings and professional learning team meetings.
- to exercise your choice regarding membership of the Independent Education Union.
- to prepare for and attend the annual review meeting with the principal in line with award expectations.
- to undertake other duties as determined by the principal.