

# BUNBURY CATHOLIC COLLEGE

## TEACHER

### DUTY STATEMENT



**BUNBURY**  
CATHOLIC COLLEGE

A Catholic school teacher has the interests of the students and fellow teachers at heart as the first and highest priority. Teachers at Bunbury Catholic College are committed to the academic progress of all students through the application of high expectations and student-centred learning. Teachers are responsible and accountable to the Head of Learning Area, who is line managed and reports to the Principal.

Teachers at Bunbury Catholic College are expected to be responsible for a pastoral group and have the pastoral and administrative responsibilities associated with being a significant adult to a group of students. In carrying out these duties, teachers are responsible to the Head of Year and to the Deputy Principal Pastoral Care.

#### **CATHOLIC IDENTITY**

The teacher is to:

- Maintain the Catholic ethos of the College.
- Help to ensure the provision of a Catholic perspective in the teaching and learning process.
- Provide a Christian leadership role for all members of the College community.

#### **KEY RESPONSIBILITIES**

- Conduct lessons that are thoroughly prepared and designed to engage and challenge students.
- Employ a variety of evidence-based teaching strategies to effectively implement the curriculum.
- Create a stimulating and encouraging learning environment within the classroom.
- Adhere to guidelines and directives of SCSA in relation to assessment and moderation.
- Develop teaching and learning programs in line with the curriculum and make program details visible on SEQTA for students and parents.
- Provide appropriate information regarding homework, feedback, assessment and reporting to students and parents.
- Proficient use of the Office 365 Suite to aid the facilitation of teaching and learning and supplement class instruction.
- Keep accurate records of student attendance, student progress, contact with parents, as well as all teaching and learning adjustments provided to students.
- Role model and ensure adherence to College procedures, the Staff Code of Conduct and all CEWA Executive Directives.
- Work collaboratively with other members of the department/s assisting in planning, programming and assessment as directed by Heads of Learning.
- Provide pastoral care and support to a Homeroom as directed by a Head of Year.
- Perform supervisory duties outside the classroom (eg: yard duty).
- Demonstrate pedagogical proficiency and Visible Learning teaching strategies.
- Participate in school-based professional learning activities.
- Seek and respond to feedback to support professional and personal growth.
- Develop and progress an annual Professional Growth and Learning Plan.
- Develop and implement individual education plans for students who require curriculum adjustments and specific assistance.
- Attend Parent & Student/Teacher meetings, Presentation Evening, Parent Information Evenings and Open Day.
- Attend all-staff and department meetings, weekly briefings, liturgies and masses, assemblies, camps and College functions as required.
- Complete other duties as requested and at the discretion of the Principal.