

## DUTY STATEMENT

Position	Classroom Teacher (Senior School)
Reports to	Head of Faculty
Type	Part-time or Full-time
Classification	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2017
Last Updated	October 2017

## DUTIES

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.*

### As a Class Teacher:

- demonstrate at all times active support of the School Aims, Objectives, Policies and Rules;
- create a learning environment which stimulates learning and promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported;
- make the best use of resources available;
- use a variety of teaching and learning techniques to meet individual needs as far as is possible;
- identify learner needs, conferring with specialist staff in the School, eg Head of Faculty, Head of House, Director of Pastoral Care, Director of Teaching and Learning, Director of Curriculum, when necessary;
- present and explain criteria for assessment to students in advance;
- provide timely and useful feedback about completed assessment items to students;
- fulfil all requirements relating to assessment and its documentation as set out by the School, the Department of Education and the ACT Board of Senior Secondary Studies;
- share explicitly with students the expectation of a code of conduct which enables all students to work productively and receive a fair share of teacher attention;
- communicate in a clear, respectful and professional way in order to optimise each student's development;
- attend all lessons (unless prior arrangements have been made with the Director of Human Resources to miss a lesson) and be punctual to class;
- maintain professional confidentiality on information about students; and
- be proficient in the use of IT as a teaching and administrative tool.

### 2. Record Keeping and Reporting:

- plan, prepare, record and evaluate work to be undertaken by classes;
- mark and assess students' work and keep complete and accurate records of each student's progress;
- communicate with parents in written reports and parent teacher interviews and at other times as required;

- carry out administrative tasks thoroughly and punctually; and
- keep a record of school policies and documentation for personal reference.

**3. As a Member of Staff:**

- communicate with and establish effective and co-operative working relationships with teaching and non-teaching colleagues;
- help enable the best use of shared resources;
- undertake playground, class and other supervisions according to rosters as required;
- work with colleagues to review and develop the curriculum and write course documents; and
- attend staff, faculty and house staff meetings.

**4. Professional Development of Self and Staff:**

- undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, to take into account current developments relevant to the needs of students and the requirements of the curriculum;
- keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking; and
- contribute to the professional development of other staff members by sharing knowledge, ideas and resources.

**5. Other Duties:**

- undertake such other duties as may be required by the Principal.

**QUALIFICATIONS AND RELEVANT EXPERIENCE**

- Bachelor of Education or Graduate Diploma in Education (Secondary School)
- Registration with the ACT Teacher Quality Institute