



## **ROLE DESCRIPTION CLASSROOM TEACHER**

Kilbreda College seeks to challenge all students to reach their potential and live with integrity and sensitivity in preparation for their entry into a globalised world. It does this in the Brigidine tradition where Christianity is lived out through core gospel values and the Brigidine motto, “Strength and Kindliness”.

Whilst all teachers at the College should consider themselves pastoral teachers, they may also be formally appointed as Homeroom/Mentor Teachers. In this role, they are members of a Year Level Team, led by the Year Level Coordinator.

Homeroom/Mentor teachers assume general responsibility for the leadership and pastoral care of students in their Homeroom/Mentor Group. This is managed on a daily basis in conjunction with the Year Level Coordinator. The role of the Homeroom/Mentor Teacher encompasses students’ spiritual, academic and personal development. It involves working closely with the students in the Homeroom/Mentor Group, their parents/carers, subject teachers, Year Level Coordinator, and where appropriate, the Assistant Principals, members of the Curriculum Support Team and the School Counsellor.

Homeroom/Mentor Teachers assist and deputise for the Year Level Coordinator when necessary.

### **RESPONSIBILITIES:**

#### **Pastoral**

- Come to know and value each student in the Homeroom/Mentor Group.
- Be aware of particular needs, interests and aspirations of each student.
- Read and become familiar with information in student ‘Green Files’ and on Synergetic/E-workspace by the end of the first cycle.
- Provide pastoral care and support for each student throughout the year.
- Develop and maintain a sense of community within the Homeroom/Mentor Group.
- Be a welcoming presence around the Homeroom and Year Level area.
- Acknowledge birthdays and significant achievements of each girl in the appropriate forums.
- Enhance the Homeroom space and provide visually attractive learning conditions e.g. posters and charts.
- Mentor and monitor Class Captains in the performance of their duties.

#### **Academic**

- Work with each student on goal setting and achievement.
- Assist students to develop and implement an appropriate plan for academic improvement when student performance is consistently below expectations.
- Monitor student semester reports and consult with staff as required.
- Attend Professional Standards Group meetings when required.

**Student Management**

- Support College expectations regarding student appearance, behaviour, courtesy, respect and responsibility and monitor student compliance.
- Follow up concerns regarding student behaviour and work with the Year Level Coordinator.
- Regularly check and sign student planners to ensure that they are being effectively used and appropriately maintained. Parental signatures should be checked regularly. Defaced planners should be reported to the Year Level Coordinator to ensure that a new one is purchased.
- Actively supervise the Homeroom/Mentor Group at Year Level or College assemblies.

**Communication**

- Establish strong communication links with parents to become an effective first point of contact.
- Contact parents/carers at the beginning of the year by phone or email or at Parent Information Evenings. Inform the Year Level Coordinator of any issues.
- Maintain good communication with subject teachers, Year Level Coordinator and Curriculum Support staff if applicable.
- Communicate relevant information in a student's 'Green File' or on Synergetic/ E-Workspace to appropriate staff members by the end of the first cycle.
- Punctually attend and be actively involved in Year Level briefings and meetings.
- Maintain an awareness of students' academic and social progress and be prepared to report to parents/carers during Parent Teacher interviews.
- E-mail Year Level coordinators with student updates or parent/carer contact information.

**Administrative**

- Attend morning Homeroom punctually and complete all duties.
- Complete absence slips and submit to Front Office.
- Conduct the election of Class Captains as per College procedures.
- Read, check and collate student reports at the end of each semester.
- Ensure that all parent/carer e-mail addresses are up to date.

**Health and Safety**

- Report maintenance requirements promptly.
- Regularly inspect desks and lockers for tidiness.
- Organise and supervise the removal of graffiti and chewing gum from desks.
- Ensure that a process of securing the room at the end of the day is in operation.

## **YEAR LEVEL SPECIFIC RESPONSIBILITIES**

*Homeroom/Mentor Teachers* are required to support the organisation/delivery of, and attend where possible, the following activities:

### **Year 7**

Transition Meeting (Term 1)  
 Sleepover (Term 1)  
 Welcome Evening (Term 1)  
 Big Sister/Little Sister Dinner & Program (Semester 1)  
 Year 5 Information Evening (Term 3)  
 Transition Evening (Term 3)  
 Year 6 Testing (Term 3) Orientation  
 Day (Term 4)

### **Year 8**

Information Evenings (Term 1 & 3)  
 Activity Afternoon (Term 1)  
 Cyberbullying Evening (Term 4)  
 Camp Preparation Day (Term 3)  
 Camp (Term 3)  
 High Resolves Program (whole year)  
 Lifesaving Day (Term 4)  
 Foreshore Program (whole year)  
 Celb8 Lunchtime Activities (whole year)  
 Netball Afternoon (Term 2)

### **Year 9**

Bridges Launch Evenings & Program (Semester 1 & 2)  
 Duke of Edinburgh Camps (Term 1 & 4)  
 Subject Selection Information Evening (Term 3)  
 Learn to Dance (Term 3)  
 Study Tour to Country (Semester 1 & 2)  
 Big Sister Little Sister Training (Term 4)

### **Year 10**

Information Evenings (Term 1)  
 Big Sister/Little Sister Dinner & Program (Semester 1)  
 Pathways Program and Camp (Term 3)  
 Reflection Days  
 Subject Information Night (Term 2)

### **Year 11**

Information Evenings (Term 1 & 3)  
 Leadership Training and Selection  
 Reflection Days  
 Breakfasts (1 per term)  
 Newsletters emailed to parents  
 KLASP Facilitation  
 Central Top End Tour

### **Year 12**

Information Evening (Term 1) Ball  
 (Term 1)  
 Retreat (Term 1)  
 Graduation Dinner (Term 4)  
 Breakfast (weekly) References  
 KLASP Facilitator  
 Newsletters emailed to parents  
 East Timor Trip (Term 4)

## **DUTY STATEMENT SUBJECT TEACHERS**

Kilbreda seeks to challenge all students to reach their potential, live with integrity and sensitivity to social justice in order to prepare them to take their place in a globalised world with confidence and compassion. Furthermore it does this in the Brigidine tradition where Christianity is lived out through core gospel values and the Brigidine motto, 'Strength and Kindliness'.

Whilst all teachers at the College should consider themselves pastoral teachers, teachers may also be formally appointed as a Homeroom Teacher. In this role, they are members of a Year Level Team, led by the Year Level Coordinator.

Homeroom teachers assume general responsibility for the leadership and pastoral care of students in their Homeroom. This is managed on a daily basis in conjunction with the Year Level Coordinator. The role of the Homeroom Teacher encompasses pastoral, academic and behavioural dimensions. It involves working closely with the students in the Homeroom, their parents/carers, subject teachers, Year Level Coordinator, and where appropriate, the Assistants to the Principal, members of the Curriculum Support Team and/or the School Counsellor.

Homeroom Teachers assist and deputise for the Year Level Coordinator when necessary.

## **DUTIES AND RESPONSIBILITIES**

### **1. Instructional Classroom Teaching Practice**

- Shows respect to students in all their dealings.
- Plans lessons and activities from approved course outlines and group planning sessions.
- Uses a full range of resources as required.
- Uses approaches appropriate to student needs and interests.
- Caters for individual differences.
- Establishes a positive environment which motivates students to learn.
- Fosters and positively reinforces responsible student behaviour within the rules and guidelines set by the College.
- Manages classroom behaviour using the protocols laid down by the College.
- Follows through with consequences for inappropriate behaviour within the guidelines set by the College.

### **2. Assessment and Record Keeping**

- Uses a variety of assessment measures and processes to improve student learning.
- Undertakes assessment that is integrated into the delivery of the curriculum.
- Develops with colleagues assessment that is valid, reliable and consistent across classes
- Remembers assessment is ongoing rather than episodic
- Understands that assessment for improved performance requires prompt feedback and reflection
- Regularly monitors student involvement.
- Uses assessment to recognize learning difficulties and achievements
- Follows up on assessment findings by providing remediation or extension
- Reviews planning based on teaching experience and student achievement.
- Participates in the development and construction of Work Requirements and Tests.
- Creates assessment that gives students, parents and colleagues credible feedback.
- Uses efficient, purposeful recording strategies.
- Records Curriculum modification for funded students as required by the College
- Keeps a roll record of attendance for each lesson mark roll on EWorkspace.
- Completes reports as required by the College.
- Attends Parent/Teacher/Student evenings.

### 3. Curriculum

- Actively participates in curriculum development and implementation for the Learning Domain and the College.
- Works professionally as a member of a Learning Domain.
- Attends professional development activities as deemed necessary by the Domain Leader/College.
- Displays knowledge and awareness of current curriculum trends.
- Works within the guidelines and limits of the faculty Budget.
- Plans and organises excursions under the direction of the Domain Leader.
- Assists in the planning and delivery of programs that promote the College Curriculum to the Community eg Foreshore For Sure, Performing Arts and Vocational Education.
- Attends special events that promote knowledge and awareness of the College Curriculum eg Subject Selection Information nights.
- Maintains a personal record of Program Preparation/Lesson Plans in a Teachers' Chronicle or Diary on a daily or weekly basis.
- Works within the Safety Guidelines or protocols of a particular faculty
- Ensures the development of Curriculum that is consistent with the requirements of VCAA

### 4. Professionalism

- Attends all meetings scheduled as required. (Meetings with Principal, Student affairs, Cycle meetings).
- Takes an active part in College Planning and Policy development as evidenced by participation in discussion and contribution to established processes.
- Responds to own professional developmental needs as evidenced by attendance at in-service activities and professional reading.
- Is responsible for security and care of College equipment.
- Presents self appropriately following dress code as required by the College.
- Is punctual for all scheduled activities – morning briefings, classes, meetings, yard duty and other supervisory activities.
- Completes administrative tasks required by faculty, student affairs, duties and College administration accurately and on time.
- Maintains effective relationship with colleagues.
- Makes use of technology to enhance students learning.
- Where students are unable to attend school, provide work and follow up as requested by the Year Level Coordinator.
- Undertakes collegial appraisal of classroom practice.
- Follows protocols for booking equipment, venues and activities.

### 5. Support for Ethos/Mission of Kilbreda College

Actively participates in the implementation of College policies/procedures:

- Guideline Principles for teaching. Learning and assessment in a Brigidine School (Nov 2010)
- Kilbreda College Assessment Policy (2010)
- Kilbreda College teaching and Learning Policy (2010)
- Kilbreda Student Behaviour and Management Framework (2010)
- Kilbreda Camps and Excursions Incursion Policy
- Kilbreda Policy and Procedures on Booklists (2006)
- Kilbreda Policy on Extras (2007)
- Kilbreda Practical Classes Policy
- Kilbreda Policy on use of technology by students
- Kilbreda College Policy on resources and the environment (2005)
- Job Sharing and Part Time Staff Policy

- Kilbreda Classroom rules and Uniform Policy
- Relevant national and state legislation including Occupational Safety and Health Legislation, Equal Opportunity

**6. Teaching Accreditation**

- Commits to completing accreditation to teach in a Catholic School in line with CEO policy.

*Updated: July 2015*