



CANBERRA GRAMMAR SCHOOL

AN ANGLICAN SCHOOL - FOUNDED 1929

Roles, Responsibilities and Duties

Senior School Teacher

Role

The **Senior School Teacher** has a responsibility to the Headmaster and the Head of Senior School to exercise the purpose and values of the school in and out of the classroom and, in partnership with their **Head of Department**, to deliver the academic program in a way that fosters the pursuit of excellence and the attainment of each student's potential.

Whilst the role of the Senior School Teacher is central to the holistic development of all students, the Pastoral Care System and Co-Curricular Program play a vital role in this holistic development, with participation in these areas an expectation of the Senior School Teacher.

Responsibilities

The Senior School Teacher:

1. Integrates

Assists the HoD and other members of the department to ensure the appropriate level of consistency and continuity in the teaching program from Years 7-12.

2. Invigorates

Displays a commitment to teaching and to developing themselves professionally to ensure vitality, renewal and improvement in their teaching practice and subject knowledge.

3. Builds Community

Helps build relationships with their students, and other staff, that are based on respect and trust; develops a sense of shared purpose, shared vision and shared values. Supports teamwork.

4. Communicates

Informs and seeks to be informed about students in their classes and issues within their subject area.

Within the School, shares thoughts and ideas with their department about classroom issues, teaching practice and reports on professional development opportunities undertaken.

Outside the School, promotes the School positively and makes known, where appropriate, the School's developments in the teaching of their academic discipline.

5. Coordinates

Effectively coordinates lesson plans, unit outlines, and assessment for their classes. Keeps up-to-date registers and may coordinate programs of work in their department for all classes in a particular year level.

6. Guards

Acts as a guardian of the School's values and ethos in all areas of the School's operation; models and actively promotes Christian beliefs and values in all areas of the School.

7. Advises

Provides input at Departmental meetings. May provide strategic input into the teaching and learning of their subject area, including philosophy, practices in teaching, and developments in new research and ICT opportunities.

8. Reflects

On their own teaching practice and goals that they wish to achieve through their Professional Development Plan.

9. Provides collegial support for:

Their Head of Department

Other members of their Department

Their Housemaster

Their Master-in-Charge of Co-curricular

Duties and Working Relationships

Academic

Professional Responsibilities

- Reports to assigned classes promptly.
- Maintains accurate class rolls and submits absentee slips where required.
- Maintains subject registers.
- Attends meetings relevant to his/her role in the School.
- Meets appropriate deadlines.

- Cooperates with colleagues in subject/year areas in planning, teaching and discipline matters.
- Maintains a level of dress and appearance expected of staff (as per the Dress Code).
- A willingness to develop professionally and adhere to the Professional Development Pathways process.
- Displays a knowledge, acceptance, and conformity to applicable School policies.

Teaching Practice

- Uses a range of teaching and learning strategies
- Displays an excellent knowledge of the subject area and a willingness to expand that knowledge.
- Plans and organises lessons effectively. Willingly submits lesson plans, work programs, and evaluations where required by the Head of Department.
- Displays a willingness to use ICT in the subject area.
- Provides for individual differences in rates and styles of learning, including a range of assessment strategies.
- Returns marked assignments and tests within an appropriate timeframe.
- Offers the opportunity for student evaluation of course content and teaching style.

Classroom Management

- Fosters a learning environment that promotes the individual student's motivation and engagement.
- Establishes clear rules and expectations for the classroom.
- Utilises effective classroom management strategies.
- Maintains a class environment that is safe, educationally effective, and tidy.
- Ensures uniform and grooming is acceptable at all times.

Communication and Relationships

- Communicates effectively with staff, parents and students.
- Establishes and maintains positive relationships with students.
- Displays patience and empathy.

Pastoral

- Actively supports the pastoral and spiritual dimensions of the School.
- Establishes and maintains positive relationships with members of the tutor group.
- Conducts daily checks of uniform and grooming.
- Follows up concerns from students and parents in their tutor group.
- Is prompt to tutor group and House activities.
- Participates in House activities.
- Writing pastoral report comments that reflect a sound knowledge of the students in the tutor group.
- Maintains accurate student files at the end of each semester.
- Follows directives from the Housemaster.

Co-Curricular

- Actively supports the co-curricular dimension of the School.
- Maintains positive relationships with boys and parents in the team or group.
- Contributes to the spirit within the team or group.
- Maintains a positive working relationship with other coaches/staff in the activity.
- Communicates effectively with the Master-in-Charge of the activity.
- Effectively manages their activity.
- Displays an adequate knowledge of the activity and is able to effectively impart this knowledge to the students.