



DUTY STATEMENT

Classroom Teacher

Date: April 2022
Time: Full-time
Status: Temporary (Term 2)
Department: Secondary (Year 7 – 12)

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

SPIRITUAL DEVELOPMENT:

All Teachers:

- Support the Catholic ethos of the school.
 - Promote Catholic values through their teaching.
 - Integrate Catholic teachings in the values education component of their subject area.
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LINE MANAGEMENT:

- Secondary - Working under the direction of the Head of Secondary (via the Head of Learning Area / Head of Year)
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DUTIES AND RESPONSIBILITIES:

- Must be capable of conducting remote online learning and teaching.
- The Classroom Teacher assumes a pastoral role for the students in the class by attending to the needs of each individual student and the group as a whole.
- Identification of students who may require pastoral support is fundamental to a Classroom Teacher's role. Should this occur then appropriate referral must occur.
- Promotes, encourages and fosters positive responses and behaviour in students.
- Outlines expectations so that students are aware of what is or what isn't acceptable.
- Follows up on individuals whose attitude and/or behaviour is inappropriate.
- Refers students to the Head of Year, or Primary Leadership, who, after contact with parents, persist to behave in an inappropriate manner.
- Follow the College behaviour policies and procedures.
- Programmes thoroughly for an extended period e.g. a unit of work, or following the established programme.
- Plans thoroughly for each lesson.
- Presents material in a variety of ways to maintain student interest and to achieve programmed objectives/outcomes.
- Assesses student performance both informally (ongoing) and formally. In so doing, feedback to students should be prompt.
- Evaluates programmes used and amends programmes accordingly.
- Keeps up with Curriculum development in the learning area.
- Grades students according to established guidelines under the direction of the Vice Principal.
- Reports on Student progress both:
 - formally - through the official reporting process.
 - less formally - through contact with parents via organiser, telephone, letter or interview.
- Maintains an orderly classroom.
- Seeks continual improvement of pedagogy and practise.
- Sets homework according to the established school policy.
- Teachers should be alert and conscientious in enforcing College policy, particularly with regard to behaviour and general conduct of students, including the College Student Code of Conduct.
- Teachers should insist on the obedience and discipline required and, when necessary intervene and correct inappropriate behaviour.
- Teachers should work to develop rapport with all their students. At the same time, they should remember that they are in a position of authority and maintain appropriate boundaries.
- Teachers should be aware of, and attentive to, the effect that their own approach to discipline may have upon other teachers with different personalities. As far as possible, no word or action of teachers should make discipline difficult for any other member of staff.
- Teachers should be in classrooms in good time for the start of each period. They should dismiss students promptly on the bell and see that they move quickly and quietly to the next period.
- Teachers should be ready to commence the periods following the recesses promptly. They should insist on the same punctuality from their students.
- Teachers should not leave their class, even for a short time, except on very urgent business and then only after adequate supervision has been arranged. This is particularly important in the Technology areas.

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- Teachers should perform all yard/supervision duties faithfully and conscientiously.
 - Teachers should note absent students at the start of each period and follow through set absentee procedures, where appropriate.
 - Teachers must not leave any students in a classroom unsupervised, even those doing penalties outside of normal College hours.
 - While it is realised that illness may legitimately keep a teacher away from the College, a teacher should try to minimise the detriment to students by sending a schedule of work for the substitute teachers to cover during the absence.
 - The quality of the immediate environment is an important factor in determining student response to learning opportunities. Teachers should keep a vigilant eye on the condition of the desks and walls of classrooms in which they teach so that any carelessness or vandalism on the part of the students may be promptly checked. Any writing on walls, desks or other College property should be reported immediately to the Operations Manager.
 - At the end of each period, teachers are responsible for seeing that lights are turned off and the room is locked, unless they are sure that the room will be occupied immediately by another class.
 - Teachers should not leave the classroom at the end of the day without ensuring that all windows are closed, lights are turned off, desks are properly arranged, chairs are put on desks, blackboards and whiteboards are cleaned, chalk and pens are put away, and any litter on the floor is removed.
 - Teachers should not make any purchases on behalf of the College without the proper authorisation from the appropriate Head of Learning Area, Head of House or Head of Year.
 - Teachers should be moderate in their use of photocopied materials.
 - Teachers should attend the Parent/Teacher/Student nights and other meetings of parents and teachers. They should attend those College functions specified by the Principal. (Community Mass & Annual Community Meeting).
 - In regard to their professional duties and responsibilities, teachers should regard themselves as members of a professional team, working collaboratively with all other members of staff.
 - Other duties as and when required.
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KNOWLEDGE, SKILLS AND EXPERIENCE:

- Previous experience in a similar role is desirable.
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA).
- Must hold a current 'Working with Children' card.
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School.
- Treat all information of the College in a confidential manner.
- Work with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework;
- Comply with the Public Health Order regarding mandatory covid vaccination requirements.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA).
 - Salary level: Step 1 – Step 10
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