



# Frederick Irwin Anglican School

A School of the Anglican Schools Commission (Inc)

## **DUTY STATEMENT: CLASSROOM TEACHER : SECONDARY**

Classroom teachers are required to present purposeful educational programmes to classes allocated to them on the school timetable, and to participate in the general life of the School.

### **RESPONSIBILITY**

Classroom teachers are responsible to the Principal with day to day responsibility delegated to the Deputy Principals Secondary and Curriculum, and the relevant Head of Department.

### **REQUIREMENTS FOR THE POSITION**

Current registration as a teacher with the Teacher Registration Board of Western Australia

Current Working with Children Check

Appropriate academic qualifications

Ability to work in a co-operative, team environment

### **DUTIES**

#### **1.0 Planning and Preparation**

- Use the correct curriculum and syllabus in determining the teaching programme
- Plan lessons and activities to accurately reflect the requirements of the syllabus
- Plan in advance but with flexibility to adjust the programme if required
- Produce a teaching programme for each class on a term/semester/yearly time frame, (and review periodically) in accordance with the curriculum and the pedagogical direction of the School
- Develop programmes which stimulate learning, engage students, promote excellence and which accept and acknowledge the needs of students to be both challenged and supported

#### **2.0 Teaching Skills**

- Use a diverse range of teaching methods relevant to the activities, interests etc. of the students
- Establish learning expectations for students which are clear, challenging and achievable
- As appropriate use ICT in the delivery of the teaching programme and as an administrative tool

#### **3.0 Classroom Management**

- Effective classroom management which provides a classroom climate conducive to learning
- Implement the School's student behaviour management procedures
- Develop in students an active and constructive attitude to learning which generates mutual respect between teacher and learner

#### **4.0 Assessment and Reporting**

- Develop and maintain a range of diagnostic and formative assessment processes, activities, tasks etc. to monitor student performance
- Develop assessment tasks according to the requirements of the syllabus
- Maintain effective assessment records for reporting purposes
- Maintain effective communication with students and parents concerning the progress of each student's learning programme
- Provide feedback on the achievement and performance of each student in the class to encourage and assist learning
- Compile effective and meaningful school reports for each child in the class

- Develop remedial activities, assessments etc. as required
- Mark and assess students' work and complete and keep accurate records of each student's progress

#### 5.0 **Professionalism**

- Work effectively with the School Executive staff members in the overall management and operation of the School
- Work collaboratively and effectively within a department and the School, recognising the roles of others, sharing strategies and resources, participating in meetings, meeting deadlines etc.
- Undertake regular professional development as appropriate
- Critically reflect on teaching strategies and make adjustments accordingly
- Implement the policies of the School, uphold its ethos, and operate to uphold the reputation and good name of the School for the benefit of all
- Participate in the extra-curricular programme of the School
- Present to students, colleagues and parents as a professional teacher through manner, communications, dress, conduct etc.
- Be familiar with, and fulfil all duties in accordance with, the School Handbook.
- Undertake duties with diligence, mindful of duty of care
- Maintain professional confidentiality on information about students
- Participate in performance management through the Annual Professional Plan and the Professional Review process

#### 6.0 **Other Duties**

- Other duties as directed by the Principal.

Reviewed 2013