



**St Francis Xavier College
Berwick, Officer and Beaconsfield**

SUBJECT TEACHER

The classroom teacher is a professional person enjoying a certain autonomy of professional competence, a competence that can be expected and demanded by the Principal. It requires that the teacher set a high standard of professional performance, adherence to all College regulations, personal self-discipline, dress and appearance. Subject teachers will be fully understanding of Child Safety requirements at the College and will ensure that all elements of the learning program promote the safety, wellbeing and inclusion of all children.

Subject teachers have the responsibility to:

- maintain a classroom environment conducive to learning. This requires both discipline and challenge. Discipline requires a consistent and clearly understood level of expectation which should be both real and just.
- carefully check attendance at every class and consult with the Care Group Teacher if any discrepancy is suspected. If the discrepancy is confirmed, the House Coordinator is to be advised of the situation.
- begin and end class periods on time and with prayer. NO students should be dismissed before the end of the class.
- ensure that students note in their Record Books any homework task that is assigned to them.
- hold all classes in the scheduled location. No teacher may cancel a class session or change the location of a class without permission from the Organisation Coordinator or Deputy Principal – Head of Campus. The office should be notified of such a change.
- provide adequate supervision for each class. No teacher may leave his/her class unsupervised. Individual students or groups of students released from classes for whatever reason must have a note from the Teacher.
- plan lessons according to the curriculum outlines. Evidence of planning is the responsibility of every teacher. Subject teachers share this with the Heads of Departments. Heads of Departments share this with the Deputy Principal – Mission and Directors of Learning.
- ensure their working area is compliant with Occupational Health and Safety standards.
- observe the **'Minute of Gratitude'** daily.
- complete other duties as requested by the Principal.

Subject teachers also have responsibility for student work in their classes. This involves:

- being conversant with school policy in matters of discipline and assessment;
- preparing regular reports as required on student progress;
- keeping records of students' assessment levels which may be called upon;
- seeking assistance from the Deputy Principals, Directors of Learning, House Coordinators or other responsible persons when needed;
- attending **all** meetings: learning area, general staff, House, Care Group or others as required;
- ensuring that any classroom is left in an orderly and tidy manner. Chairs must be put on tables and windows closed at the end of the final class of the day;
- encouraging courteous speech and manners by students and teachers;
- striving to meet the various needs of all students in the class;
- keeping abreast of the subject with professional reading;
- attending Parent/Teacher/Student nights as scheduled;
- attending Parent Information Nights;
- participating in supervision duties, such as yard, bus, etc.

Professional expectations of you as a teacher include, but are not limited to:

- teaching the curriculum;
- curriculum development, preparation, assessment, record keeping and reporting;
- student pastoral care and supervision;
- meetings and administration;
- professional development;
- co-curricular activities;
- professional collegial activities;
- contributing to the mission of Catholic education;
- a full understanding of the expectations and regulations of the Victorian Institute of Teaching; and
- a commitment to gaining Accreditation to Teach in a Catholic School if not already obtained.

Part-time teachers should be in attendance at least 15 minutes prior to the start of their first classes.

Normal, On-Campus hours for full-time staff are 8.30am to 4.00pm.
