



Role of Classroom Teachers:

As the major medium through which the Catholic school conveys its message of evangelisation to all students, the role of classroom teacher is one that carries tremendous responsibility.

Promotion of Prayer and Liturgy

- To instruct the students in Catholic Doctrine as set out for each grade in Diocesan Guidelines
- To instill a deep understanding of schoolwide expectations of Be Safe, Be Respectful and Be Responsible for self, other students, staff and parents.
- To carefully prepare students for all religious activities
- To create a sacred space in the classroom
- To lead prayer at specified times during the day
- To bear witness to Gospel values in daily life.

Maintain Administrative Policies and Procedures

- To be aware of all administrative directions. Check Memo and the board in the Staffroom, pigeonholes and read staff meeting minutes.
- Attend all staff and grade meetings.
- Read briefing and staff meeting minutes
- Rostered supervision of students at recess, lunch, before and after school.
- Contribute to meeting agendas and newsletters.

Establish, Implement and Review Quality Education Programmes

- Share in the development of appropriate curricula for students
- Work collaboratively with grade teachers to become a Professional Learning Community and embed the Model of Christ Centred Learning
- Keep up-to-date with current educational issues
- Attend meetings and official school functions that relate to the educational program of the school
- To carefully follow all requirements from NESAs and CEDBs when developing suitable educational programs for students including Teaching and Learning Activities, Assessment Plans, Scope and Sequence
- Pursue excellence and differentiate for individual differences of pupils
- Be available to parents to discuss needs and progress of students
- Be prompt and exact in preparing school records, student reports and recording assessment tasks
- Be professional in the preparation of lessons and correction, as well as feed back of student's work
- Meet frequently with other teachers to discuss content and method
- Be willing to accept assignments and assist in planning school activities
- Make Principal aware of learning and behaviour problems.

Class Procedures and Responsibility

- Report to the Principal any physical factors of the classroom that may need attention.
- Maintain a safe and supportive learning environment.
- Keep classroom, display boards, books, furniture, computers or any other equipment in good order.
- Request from the Principal/Assistant Principal all necessary equipment, supplies.
- Add any repairs to the WHS Maintenance Register
- Follow school policy regarding school excursions, attendance.
- Display key student medical plans
- Record carefully the daily attendance of students - at three days back to back unexplained absences inform Principal/AP.
- Prompt maintenance of Compass chronicles in regard to student learning and/or behaviour.