



# ST PATRICK'S LITHGOW

## TEACHER ROLE DESCRIPTION

In partnership with the family, parish and community, teachers at St Patrick's Lithgow nurture the relationship with Jesus, celebrate and share the Catholic faith, and educate to enable all to make a positive contribution to the world.

We are therefore, as teachers, committed to:

### ***Faith***

- ❖ an acknowledgement and promotion of Catholic education as an integral part of the mission of the Church
- ❖ a communion with the Universal and local Catholic Church
- ❖ Religious Education and faith formation programs that are ongoing and developmental
- ❖ the explicit teaching, living and celebration of the Word of God and the Sacraments
- ❖ communities being places of evangelisation providing opportunities for a personal encounter with Jesus Christ

### ***Learning***

- ❖ the provision of a safe, inclusive and professional learning environment
- ❖ the use of a variety of methods, technologies and techniques to enhance learning and teaching
- ❖ the implementation of a challenging, rigorous and engaging curriculum
- ❖ recognition of the diverse needs of learners
- ❖ excellence in learning and teaching

### ***Stewardship***

- ❖ prudent and careful stewardship of what has been gifted to us
- ❖ quality and effective leadership
- ❖ just and right relationships that recognise and respect the dignity of each individual
- ❖ diligent and responsible management of resources to promote a sustainable and hope filled future
- ❖ a commitment to continuous improvement, innovation and evaluation of performance.

The position of classroom teacher, therefore, within the St Patrick's school community brings with it many responsibilities.

### ***Key Areas of Accountability include but are not limited to:***

#### **1. Promote, develop and uphold Religious Education in the school.**

- ❖ Uphold the Diocesan and St Patrick's School Vision and Mission statements
- ❖ Prepare class and whole school masses
- ❖ Prepare and attend staff prayer sessions
- ❖ Organise grade reconciliations
- ❖ Be involved and/or supportive of the School/Parish Sacramental Programmes and reception
- ❖ Instruct, organise and arrange for the reception of Sacraments Reconciliation, First Eucharist and Confirmation including organising and presenting/attending parent meetings
- ❖ Provide quality Religious instruction to students on a daily basis using the School Religious Education programme.

## **2. Establish, implement and review quality education programmes.**

- ❖ Write a detailed programme of work for the appropriate grade based on Board of Studies syllabus documents and school based implementation statements, including IEPs
- ❖ Modify and implement curriculum to maximise individual student potential and success in a supportive and inclusive learning environment
- ❖ Evaluate the effectiveness of the programme
- ❖ Submit required programmes and documentation in a timely manner
- ❖ Correct students' work always remembering to be positive and constructive with written and verbal comments
- ❖ Monitor and track each student's progress by planning and implementing assessment strategies and following the St Patrick's Lithgow Assessment Policy and Plan
- ❖ Write quality reports to parents during Terms 2 and 4
- ❖ Hold parent/teacher interviews during Term 1 and early in Term 3
- ❖ Set and mark appropriate weekly homework, assignments and assessment activities
- ❖ Attend and engage in staff development days, staff meetings and business meetings
- ❖ Attend and participate in curriculum meetings and be members of sub committees related to curriculum development and review
- ❖ Commit to regular and ongoing professional development
- ❖ Accept the placement of work experience and university practicum students
- ❖ Assist with evaluations of external assessments such as Literacy surveys, NAPLAN data and Diocesan Mathematics tests
- ❖ Prepare, organise and conduct school excursions in accordance with St Patrick's Lithgow Excursion Policy guidelines
- ❖ Assist in the preparation, organisation and attendance at school sporting carnivals, school and Diocesan sporting events and representative teams > Organise, attend and present information at parent meetings
- ❖ Host school assemblies according to the roster.

## **3. Provide close and appropriate supervision of students.**

- ❖ Perform playground duty as per the roster
- ❖ Ensure that safe practices are carried out in the classroom and on the playground
- ❖ Supervise a bus/walkers line after school
- ❖ Provide appropriate first aid for children as required. Notify parents of any head injury
- ❖ Supervise children indoors in the event of wet weather
- ❖ Ensure the safety and supervision of students at sporting events.

## **4. Promote positive interactions between the school, parents and wider community.**

- ❖ Participate in promoting special events such as Book Week and Education Week.
- ❖ Support and contribute to the school fete and musical/concerts and Eisteddfods.
- ❖ Encourage children to enter school, local and state competitions - MS Readathon, NSW Mathematics, Science, English and Computer Competitions, Lithgow Show
- ❖ Promote school events such as the ANZAC Day March and other events in the school or wider community
- ❖ Contribute media articles publicising school events and achievements to the wider community.

## **5. Maintain educational equipment and resources.**

- ❖ Ensure classrooms and corridors outside rooms are kept clean, tidy and in good order
- ❖ Ensure that classroom equipment (such as books, furniture, technology, fixtures) is maintained and supervised appropriately.
- ❖ Ensure that bins are emptied regularly
- ❖ Record any borrowed equipment in the appropriate register and return promptly
- ❖ Leave the library, computer lab, resource and store rooms neat and tidy after use > Help to keep the staff room clean and tidy.

**6. Engage in policy review and with legislative requirements.**

- ❖ Comply with all CEO and legislative requirements
- ❖ Comply with all WHS requirements
- ❖ Engage in policy construction and review.