



## ESPERANCE ANGLICAN COMMUNITY SCHOOL

### Teacher Duties and Responsibilities Statement

<b>POSITION TITLE</b>	Teacher
<b>REPORTS TO</b>	Principal

#### PREAMBLE

The Principal is responsible to the School Council for the effective and efficient operation of our School. They are responsible for all staff appointments. The Principal delegates to other persons, aspects of his responsibility regarding the day-to-day supervision of staff, the administration of curriculum and the management of students, staff and parent services.

We are proud of the way our students, parents and staff have helped to create a regional community that embraces individuality, while achieving an overall sense of unity. Our founding vision, “Educating the whole person – in mind, body and spirit” remains core and is embedded in the fabric of the School as we strive to encourage our students to embrace and fulfill the talents with which they have been blessed. It is our aim that our students develop these talents and become great contributors to the region and beyond.

#### CHILD SAFETY STATEMENT AND REQUIREMENTS

Esperance Anglican Community School (EACS) is committed to the safety and wellbeing of all children and young people. EACS has zero tolerance for child abuse.

Every person employed at EACS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees will be required to sign a Staff Code of Conduct which articulates their role and responsibility as a staff member; to keep all children safe.

All teaching staff will be required to be registered with the Teacher Registration Board of Western Australia (TRBWA) and maintain their registration throughout their tenure; and be a current and ongoing holder of a Working with Children Check.

All non-teaching staff will be required to provide a Nationally Coordinated Criminal History Check (NCCHC), renewed every three years and be a current and ongoing holder of a Working with Children Check.



## ESPERANCE ANGLICAN COMMUNITY SCHOOL

### GENERAL ATTRIBUTES REQUIRED OF ALL TEACHING STAFF

- A person of initiative and drive, able to assist in the development of a school from foundation.
- A person whose educational and personal philosophy align with the mission and values of the Anglican Schools Commission.
- A teacher who understands and supports a focus on student learning, using appropriate teaching and learning strategies and technologies.
- A graduate of a recognised University and a current member of the Teacher Registration Board of Western Australia, and hold a current Working with Children Check.
- Approachable, a good listener and effective communicator.
- Able to exhibit good health, vitality and energy.
- A person of sound judgement who is able to think strategically and make informed decisions.
- A person able to support and promote the faith and ethos of an Anglican school.

### GENERAL RESPONSIBILITIES

Teaching staff at Esperance Anglican Community School will provide key pedagogical and pastoral leadership to the School community. They are ultimately accountable to the Principal for the professional guidance and educational instruction of the students under their care.

Below provides a summary of key responsibilities and expectations of our teaching staff.

#### Teaching and Learning

- Be fully committed philosophically and in practice to a comprehensive co-curricular program and the role it plays in the School.
- Be conversant with and meet all School Curriculum and Standard Authority (SCSA) and Australian Curriculum requirements plus ensure that all preparation and delivery of curriculum is student centred.
- Utilise data in the analysis and evaluation of student learning, construct work and assessment programs for each term and semester, focusing on student learning outcomes. Use work programs and teaching strategies to identify individual student needs and then cater for them in association with the School's policies.
- Inform students and parents of each term's program and assessment requirements.
- Monitor progress and provide feedback to students, other teaching staff, and parents in a manner that is timely and responsive to student and parent needs.
- At reporting times, accurately draft and redraft student reports within the published time frame before final submissions to senior staff.
- Be competent in the use of IT and promote the responsible use and integration of technology into the curriculum.
- Refer to and update student information contained in the School's central administration files and the Schools SEQTA Student management system for the purpose of applying informed teaching practice.



## ESPERANCE ANGLICAN COMMUNITY SCHOOL

### Pastoral

- Promote a high standard of student behaviour, uniform, grooming and manner for all students by establishing clear expectations with students and through personally exhibiting a high standard of professional behaviour and formal dress.
- Support the Schools focus on proactive Pastoral care implementing practices that help support student personal growth and well-being.
- Nurture Christian formation in the Anglican tradition and educational excellence in all students, inspiring them to reach their full potential as individuals and serving members of the wider community.
- Teach across discipline(s) and cohort levels appropriate to professional qualifications and the school's timetabling needs.
- Communicate regularly with parents of the children in your Pastoral Care Group through use of the Student Diary, email, via telephone or in person, at least three times per term and at other times as required for the purpose of supporting student learning and pastoral care.
- Attend, assist with the preparation of, and actively participate in Chapel Services conducted in the Anglican tradition.
- Be willing and able to participate in the annual Camp program which will involve some overnight work away from the School Campus.
- Participate in House, Year Group and whole of School activities and events.

### General

- Actively support the mission and policies of the Anglican Schools Commission (Inc) and Esperance Anglican Community School as a Christian school in the Anglican tradition.
- Show an excitement for and a willingness to flexibly and competently perform a wide range of tasks consistent with consistent improvement agenda of the School.
- Empathise with the School's commitment to offering a holistic education, and be willing to make a valuable ongoing and flexible contribution to the delivery of this.
- Openly, honestly and appropriately discuss work issues within the school context, while ensuring strict professional confidentiality when mixing with the general community.
- Participate in the planning and implementation of the School's co-curricular program which may occur out of normal school hours.
- Present a positive image about the School in the public sphere at all times. Be appraised regularly, according to the Staff Appraisal Program in place in the school.
- Attend and contribute to meetings of whole Staff and other groups.
- Diligently undertake Campus Supervision Duty in accordance with the policies at the School.
- Participate in professional and community network and forums to broaden knowledge and improve practice, undertaking activities to maintain professional growth.
- Be proactive in sourcing and engaging in on-going professional development in line with the School's professional development policy and budgets. To this end, be willing and able to participate in professional development both on and off campus which may involve travel and possibly overnight requirements.
- Be familiar with the Schools Policies and enact/follow all of these policies as required.
- Understand professional/legal requirements in relation to Mandatory reporting and child safety.



## ESPERANCE ANGLICAN COMMUNITY SCHOOL

- Understand professional/legal requirements in relation to Work Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy policies.
- Undertake other duties as required and directed by the Principal or Principal's delegate.

### ACKNOWLEDGEMENT

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Principal's Signature

Date

### EDUCATION ASSISTANT

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that I may be required to undertake varied or additional duties and responsibilities, within capabilities, from time to time to meet business requirements that are not detailed here.

Name

Signature

Date