



# Mary MacKillop

## Catholic Regional College

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### **Professional and Collegial Conduct and Practices**

In exercising their duty of care, subject teachers are expected to conduct themselves professionally at all times. Mary MacKillop College Staff Handbook outlines aspects of the professional responsibility of teachers at the College. Whilst particular attention should be drawn to the legal responsibilities of teachers, professional conduct by subject teachers extends in particular to the creation of a culture and environment that is conducive to learning.

In return, all subject teachers are entitled to expect a work environment in which they are respected and where they will be able to carry out their professional duties effectively.

The principal work of the College takes place within the classroom where each teacher has the direct and immediate responsibility for the academic progress of his or her students. Each teacher must work towards assisting each student to reach his/her highest academic potential. As such, it is expected that all students be challenged to achieve the highest academic standards possible at all times. The role of the subject teacher may be divided into six major areas of responsibility; a committed approach to this role will uphold excellent standards of teaching within the College.

### **Statement of Duties**

<b>Contemporary Teaching</b>	<ul style="list-style-type: none"><li>Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs</li><li>Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li><li>Employ a variety of effective teaching strategies to effectively implement the curriculum</li><li>Give appropriate time to lesson planning and organisation</li><li>Understand state and national course requirements</li><li>Keep accurate records of student attendance</li><li>Embrace the use of information and communications technologies to enhance learning</li><li>Engage in learning progress discussions</li><li>Write formal academic reports that conform to report writing guidelines</li><li>Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li><li>Liaise with appropriate support staff in the implementation of the curriculum</li></ul>
<b>Pastoral Care/ Child Safety</b>	<ul style="list-style-type: none"><li>Provide students with a child-safe environment</li><li>Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li><li>Proactively monitor and support student wellbeing</li></ul>

	<p>Exercise pastoral care in a manner which reflects school values</p> <p>Implement strategies which promote a healthy and positive learning environment</p> <p>Attend year level meetings as scheduled</p> <p>Attend all school assemblies</p> <p>Attend school liturgical celebrations</p> <p>Attend school organised activities relevant to house or year level, as required</p>
<b>Curriculum Development</b>	<p>Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach</p> <p>Develop assessment instruments in a collegial manner where whole group testing takes place</p> <p>Evaluate digital learning materials and make recommendations to subject coordinators about their implementation</p> <p>Create and evaluate online resources for the purposes of enriching the curriculum</p> <p>Attend subject meetings as scheduled</p>
<b>Professional Development</b>	<p>Have current knowledge of curriculum initiatives in your teaching areas</p> <p>Commit to ongoing professional development in your teaching areas</p> <p>Be open to researching areas of interest relevant to directions provided in the school's strategic plan</p> <p>Continue development of ICT skills as technologies evolve</p> <p>Participate in the staff appraisal process</p> <p>Be an active member of a relevant professional association as duties permit</p> <p>Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator</p>
<b>Co-Curricular Involvement</b>	<p>Support and be involved in the co-curricular program</p> <p>Proactively encourage students to participate in co-curricular activities</p> <p>Act as a role model for participating students</p> <p>Keep accurate records of student attendance and participation within the co-curricular activity</p> <p>Create and maintain a safe environment in which students may enjoy their participation</p> <p>Oversee the provision and care of relevant equipment materials and first aid requirements</p>
<b>General/ Administrative Duties</b>	<p>Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</p> <p>Maintain currency of first aid, mandatory reporting and anaphylaxis training</p> <p>Demonstrate duty of care to students in relation to the physical and mental wellbeing</p> <p>Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities</p> <p>Participate in duty supervision as rostered and other supervision duties when required</p> <p>Demonstrate professional and collegiate relationships with colleagues</p> <p>Uphold the professional standards expected of a teacher</p> <p>Other duties as directed by the Principal</p>