



Primary Teacher Duty Statement

Mandurah Baptist College expects that all teachers will at all times demonstrate the highest possible professional and ethical standards whilst employed in the ministry of the College.

Duties and responsibilities of the Primary Teacher

1. Teaching

- 1.1. In consultation with the Principal/Deans, develop learning programs for students in a relevant year or learning area.
- 1.2. Offer a curriculum and learning environment, which is inclusive and developmentally appropriate for all students and is aligned with the Western Australian Kindergarten Curriculum Guidelines, the Western Australian Curriculum and Assessment Outline and the Early Years Learning Framework where applicable.
- 1.3. Display a high level of competence in teaching skills and the monitoring of student outcomes.
- 1.4. Effectively utilise Learning Technologies in teaching and learning practice.
- 1.5. Implement fully all Mandurah Baptist College pedagogical strategies as directed by the Principal/Deans.
- 1.6. Recognise that each child is a unique learner, whose potential must be acknowledged and accommodated through the provision of holistic, developmentally appropriate practices.
- 1.7. Effectively manage student behaviour in line with the College's discipline policy and procedures to ensure a constructive and productive classroom-learning environment.
- 1.8. Ensure programming and planning follows guidelines from the Principal/Deans.
- 1.9. Through professional development, seek opportunities for personal and professional growth.
- 1.10. Attend all staff meetings as required and keep themselves aware of staff meeting discussions/content if unable to attend.
- 1.11. Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community.
- 1.12. Work effectively in a team environment.
- 1.13. Actively "live out" the College mission in everyday work and practice.
- 1.14. Align teaching practice with the AITSL Australian Professional Standards for Teachers and the AITSL Classroom Practices Continuum.

2. Reporting/Assessment

- 2.1. Maintain records of student assessments, including anecdotal records, observation checklists, general assessment records and whole school data as required.
- 2.2. Accurately monitor the progress of students, giving regular feedback to children, parents and other teaching staff, being particularly aware of the need to respond promptly to student and parent concerns.
- 2.3. Report student achievement and progress through Three Way Conferences, Learning Journey, the College's formal report at the end of Semesters 1 and 2 and through formal and informal communication (e.g. emails, phone calls, scheduled meetings etc.) with parents when necessary and in other reporting formats as required.
- 2.4. Liaise with parents, teachers and the Principal/Deans to plan and prepare when necessary individual learning and behavioural programs (e.g. IEP's, IBP's, and LSP's) for students under their care with specific needs and learning difficulties.

3. Other

- 3.1. Sign and adhere to the College's staff Code of Conduct.
- 3.2. Maintain TRBWA teacher registration (at the Proficient level) and a current Working with Children Check.
- 3.3. Put into practice all Mandurah Baptist College policies and procedures as required.
- 3.4. Attend College functions, events and meetings in and out of school hours and undertake duties related to their teaching role in the Primary School.
- 3.5. Liaise with school support services, including other staff, such as the Chaplain, and School Psychologist, outside agencies and therapists to support students.
- 3.6. Maintain and uphold the College's high standards of behaviour, work standards and uniform presentation as they work with and interact with students and their families.
- 3.7. Provide appropriate pastoral care to the students under their care, in consultation with the Principal/Deans and Chaplain/Psychologist as required.
- 3.8. Fulfill all duty of care obligations to students under their supervision/care ensuring the highest possible standards of health and safety are put into practice.
- 3.9. Endeavour at all times to demonstrate the College's values in attitude and practice.
- 3.10. Maintain a personal Christian faith and regularly attend a Christian church.
- 3.11. Support and contribute to the Christian ethos of the College.
- 3.12. Seek to resolve differences constructively.
- 3.13. Other duties as requested by the Principal/Deans.

4. Day to Day Routine

- 4.1. Attend to all requirements and duties. These will be made known to you at Staff Meetings, by notices on the board or by photocopied notices distributed to the staff.
- 4.2. Arrive at school thirty (30) minutes before the scheduled starting time for classes to commence. Attend to any special arrangements for the day and if you are a PCG teacher be in your PCG room when the siren sounds to be accessible to your students.
- 4.3. Staff are required to go to the Staff Room before school and at recess to collect messages, to read the notice board and to hear any notices given by the Principal, program coordinators or other Staff
- 4.4. Remain on the School premises at all times throughout the day, unless notification has been given to the Administration.