



## Expectations of Teaching Staff

St Luke's Grammar School is a Christian school within the Anglican tradition. Teaching staff at St Luke's Grammar School are expected to proactively support the School's Mission by striving to equip students to make a difference in the world. They must act with the highest standards of integrity, professionalism and diligence to ensure a safe, supportive and challenging culture is promoted. A teacher will work to create a learning environment that nurtures and aims to develop students to be the best they can be both academically and personally. Teachers are to be positive role models who demonstrate a responsible and mature demeanour.

**In the following a teacher at St Luke's Grammar School will:**

### Teaching Practice

- Demonstrate a thorough knowledge and enthusiasm for the subject matter.
- Be diligent in the preparation of lessons.
- Have a passion for learning and promote the importance of lifelong learning.
- Set programs and teach course objectives based on the Board of Studies syllabus documents.
- Plan and use a variety of appropriate teaching strategies including ICT.
- Create a challenging learning environment catering to a variety of learning styles by embracing the school's pedagogical framework of differentiation.
- Set high standards for the pursuit of personal excellence.
- Maintain class discipline and use appropriate behaviour management strategies.
- Promote appropriate work habits.
- Promote a safe, trusting and caring approach within the classroom.
- Select and use appropriate assessment tools.
- Provide consistent, helpful, honest and clear feedback on student progress.
- Assess and return student work in a timely manner.
- Accurately record all results of student assessment.
- Write reports within timeframes required.
- Be onsite for half an hour before and after the student day to assist the smooth running of the school.

### Pastoral Care

- Aim to create positive relationships with all members of the school community.
- Provide a caring environment which promotes the spiritual, physical, emotional, social and intellectual well being of all students.
- Treat all students with respect and dignity
- Demonstrate empathy for others and encourage the growth of empathy in students.
- Maintain an interest in the well-being of students and share concerns with the appropriate staff.
- Be familiar with and adhere to the School's policies on Behaviour Management, Harassment and Child Protection.
- Apply the School's rules and expectations for students as a joint responsibility of all staff.

- Refrain from using derogatory, sarcastic or improper remarks.
- Promote an environment that encourages students to be responsible global citizens.

### **Co-Curricular Responsibilities**

- All teaching staff are expected to undertake co-curricular activities.
- The minimum time commitment is the equivalent of 1 afternoon per week for two terms.
- Provide and demonstrate a positive attitude of encouragement and participation for all students in co-curricular activities.
- As a Coach, teach skills and knowledge in activities and games, organise teams and groups for activities and games and attend all games.
- As a Manager, organise teams and groups for activities and games and attend all games.
- Promote an attitude of sportsmanship, commitment and self-discipline.
- Report accidents and arrange for care of injured students.
- Identify and acknowledge participants who significantly and positively contribute to the activity.
- Support the activity/sports co-ordinators in the organisation and conduct of the co-curricular activity.

### **Professional Relationships and Responsibilities**

- Support the ethos and values of the School.
- Work constructively with others in a supportive culture of trust and open communication.
- Fulfil all duty of care responsibilities.
- Support the professional reputation of colleagues, respect confidentiality and raise matters of serious concern with the appropriate authority.
- Participate in the professional dialogue and decision making processes through the structures that are in place within the School community.
- Respond appropriately, and support the decisions made by School management.
- Communicate with parents professionally and in a timely manner.
- Value and develop collaborative relationships with members of the School community.
- Accurately record attendances at classes and extra-curricular activities as required.
- Fulfil additional duties requested by the School.
- Adhere to all reporting and administrative guidelines and deadlines.
- Attend School functions as required.
- Be punctual to class and any allocated supervision.
- Actively attend to supervision of grounds.
- Understand and employ all School policies pertaining to the operation of the School.
- Respect the privacy of all members of the School community and exercise sound judgement in handling sensitive information and situations.
- Make a commitment to continue professional development.
- Contribute to curriculum design, documentation, delivery and evaluation.
- Actively participate and contribute positively to any group of which they are a member.
- Abide by all regulatory OH&S policies and guidelines.
- Adopt a professional and appropriate manner in respect to dress, appearance and conduct.

## **Leadership Competencies (for Positions of Responsibility only)**

A teacher in a position of responsibility at St Luke's Grammar School will:

- Demonstrate outstanding interpersonal and leadership skills underpinned by fairness, compassion and integrity.
- Enthusiastically contribute to the review, development, implementation and evaluation of policies and procedures appropriate to their area of responsibility.
- Initiate and lead innovative practice and be committed to enhancing the quality of the programs they offer.
- Recognise the talents of their team and promote and encourage those people to achieve their potential.
- Mentor new staff, provide guidance and feedback on performance, and report to senior management on progress.
- Engage in their own professional learning and assist and support the learning needs of others.
- Empower members of their team to develop and demonstrate their own leadership skills.
- Establish a collaborative and consultative team environment that values each member's own unique contribution.
- Demonstrate sound organisational ability and apply critical analysis and problem solving skills to management matters.
- Frequently and clearly articulate the School's Mission, values and goals.
- Proficiently and actively employ the use of ICT to perform their role.
- Delegate tasks and responsibilities both fairly and consistently amongst the members of the team.
- Consistently, and without prejudice, apply the principles of equal opportunity.
- Supervise and enforce all OH&S requirements within their area of responsibility.
- Efficiently and effectively manages allocated physical resources.
- Report proficiently, both written and verbally, formally and informally, to senior managers.
- Balance multiple conflicting priorities and take a holistic view of completing tasks to ensure all responsibilities are met.
- Anticipate impacts of own actions and decisions on other parts of the School.