



SUBJECT TEACHER

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

The classroom teacher is a professional person that enjoys a certain autonomy of professional competence, a competence that can be expected and insisted on by the Principal. It is expected that the teacher set a high standard of professional performance, adherence to all College regulations, personal self-discipline, dress and appearance.

Subject teachers have the responsibility to:

- maintain a classroom environment conducive to learning. This requires both discipline and challenge. Discipline requires a consistent and clearly understood level of expectation, which should be both real and just.
- carefully check attendance at every class and consult with the Homeroom Teacher if any discrepancy is suspected. If the discrepancy is confirmed, the Sub School Leader is to be advised of the situation.
- begin and end class periods on time and with prayer. NO students should be dismissed before the end of the class.
- ensure that students note in their student planner any homework task that is assigned to them.
- hold all classes in the scheduled location. No teacher may cancel a class session or change the location of a class without permission from the Deputy Principal. The Daily Organiser and the office should be notified of such a change.
- provide adequate supervision for each class. No teacher may leave his/her class unsupervised. Individual students or groups of students released from classes for whatever reason must have a note from the Teacher.
- plan lessons according to the curriculum outlines. Evidence of planning is the responsibility of every teacher. Subject teachers share this with the Learning Coaches. Learning Coaches share this with the Director of Learning and Teaching and the Deputy Principal.
- ensure their working area is safe and compliant with Occupational Health and Safety standards.

Subject teachers also have responsibility for student work in their classes. This involves:

- being conversant with school policy in matters of discipline and assessment;
- preparing regular reports as required on student progress;
- keeping records of students' assessment levels which may be called upon;
- seeking assistance from the Deputy Principal, Director of Learning and Teaching, Sub School Leaders or other responsible persons when needed;
- attending all meetings: learning area, general staff, Sub School, Homeroom or others as required;
- ensuring that any classroom used is left in an orderly and tidy manner. Chairs must be put on tables and windows closed at the end of the final class of the day;
- encouraging courteous speech and manners by students and teachers;
- striving to meet the various needs of all students in the class;
- keeping abreast of the subject with professional reading;
- attending Parent/Teacher/Student nights as scheduled;
- attending Parent Information Nights;
- participating in supervision duties, such as yard, bus, etc.

Professional expectations of you as a teacher include, but are not limited to:

- teaching the curriculum;
- curriculum development, preparation, assessment, record keeping and reporting;
- student pastoral care and supervision;
- meetings and administration;
- professional development;
- co-curricular activities;
- professional collegial activities;
- contributing to the mission of Catholic education;
- a full understanding of the expectations and regulations of the Victorian Institute of Teaching; and
- a commitment to gaining Accreditation to Teach in a Catholic School if not already obtained.

Part-time teachers should be in attendance at least 15 minutes prior to the start of their first classes.
Normal on-campus hours for full-time staff are 8.30am to 4.00pm.