



REPORTING TO: Principal, Head of Student Services, Head of Curriculum, HOD, Dean

JOB OVERVIEW

PASTORAL CARE TEACHER (PC)

A Pastoral Care teacher should have as much contact as possible with the PC class, getting to know the students and taking a caring interest in them as persons – their hopes, plans, problems etc.

GENERAL RESPONSIBILITIES

1. Reflect and encourage the value system of the College.
2. Maintain a high standard of discipline.
3. Engender a feeling of belonging and cooperation within PC, College and Year.
4. Motivate students to contribute to PC and Year activities such as sporting, music, arts and social.
5. Conduct/model a morning devotion and/or prayer.
6. Encourage and monitor each student's effort and attitude, their involvement and interest in the College and PC affairs, and in their personal development.

In particular the PC teacher should foster and monitor each student's

- (i) Independence as a learner – self-management skills, reliability etc.
 - (ii) Emotional control – how s/he deals with frustration, reprimand, disappointment
 - (iii) Social interaction and development of social skills
 - (iv) Standards in conduct, manners, dress, punctuality and care of belongings
 - (v) Update IEP's twice a year
7. Maintain adequate records including daily absentees and parent notes, keeping a check on prolonged absenteeism and referring these to the administration.
 8. Meet at parent's request regarding students' progress.
 9. Address discipline issues that may occur.
 10. Attend to parent or student requests for work or support.
 11. Attend/organise social functions for that year.
 12. Attend Parent Teacher interviews in his/her year group.

A PC teacher should be in their classroom at least five minutes prior to the commencement of class. This gives the opportunity to foster goodwill and a Christian ethos, to speak with students in a way that is not possible in a teaching situation.

PC teachers should be aware of particular needs and problems encountered by the student and should be prepared to advise other teachers if necessary and appropriate.

Great respect should be given to matters affecting the student that are private, personal and confidential.

Daily Duties

Morning:

1. Daily devotion or prayer
2. Mark roll
3. Any daily notices
4. Check uniform, communicate concerns with parents and issue demerits as necessary
5. Encourage students to keep College bags in order outside rooms

Weekly Duties

1. Check & sign homework diaries (Fridays, Mondays)
2. Encourage Student Representative Council (SRC) to provide feedback to the class
3. Distribute Newsletters
4. Follow up absentee notes

Periodically

1. Assist students to coordinate assemblies
2. Manage behaviours and sit with Homerooms in the auditorium
3. Attend Parent/Teacher meetings
4. Check uniform, files, remind students of expectations of good manners, courtesy etc
5. During reporting – the Homeroom Teacher takes the responsibility for checking reports for his/ her Homeroom, checking for errors

Subject/Specialist/Classroom Teachers

Teachers are expected to have the content knowledge and pedagogical practice to meet the diverse needs of all students and:

- Provide a child safe environment in accordance with the child safe standards.
- Model exemplary classroom practice and mentor/coach other teachers in the school to engage in critical reflection of their practice and to support staff to expand their capacity.
- Provide expert advice about the content, processes and strategies that will shape individual and school professional learning.
- Supervise and train one or more pre service teachers.
- Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.
- Plan and implement a range of teaching programs or courses of study.
- Provide a child safe environment in accordance with the child safe standards.
- Teach an area of the curriculum or a general curriculum to a year level.
- Monitor, evaluate and report student progress in key learning areas.
- Implement strategies to achieve targets related to student learning outcomes.
- Maintain records of class attendance and recording student progress.
- Implement effective student management consistent with the school's strategic plan.

- In their first year of teaching work with a mentor to participate in professional development planning, implementation and reflection and developing a professional portfolio.

Additional responsibilities may include but are not limited to:

- Managing and supervising a team of teachers in the planning, implementation and review of teaching and learning programs according to the school strategic plan's goals and priorities.
- Leading the development of curriculum policies and programs.
- Managing the supervision of pre service teachers.
- Coordinating the development and implementation of curriculum in small schools.
- Managing a year level or learning area.
- Managing a specialist function, such as sport, careers, student welfare, excursions or camps.
- Developing and managing the school transition program as it relates to Pre-School to Year Prep and/or Year 6 to Year 7 transition and facilitating the associated orientation programs.
- Assisting the principal, assistant principal and leading teachers with the performance of specific functions appropriate to the classification and role.
- Supervising a range of student activities including support and welfare programs.
- Contributing to a range of co-curricular programs.

Cited from: www.education.vic.gov.au/hrweb/Documents/Roles_and_responsibilities-TS.pdf