STATEMENT OF DUTIES - CLASSROOM TEACHER

Purpose:
To ensure the educational needs of the children in the classroom are met in accordance with St John’s Primary School policies and programmes.

Reports to:
- Principal
- Religious Education Co-ordinator

Implementation of this Role by Classroom Teacher:

Classroom Responsibilities:
- Assuming the responsibility for the care and well being for the children entrusted to them in their class.
- Ensuring the proper care and maintenance of their rooms.
- Maintaining classroom records (e.g. Student Class Roll).
- Reporting, discussing progress of pupils to parents.

Staff Member’s Responsibilities:
- Attending Staff Meetings and team planning meetings.
- Participating in opportunities for professional development.
- Providing playground and bus supervision as required.
- Participating in and contributing to curriculum development and documentation.
- Presenting curriculum information to parents.

Curriculum Responsibilities:
- Planning, implementing and evaluating teaching learning sessions appropriate to level.
- Developing and evaluating Curriculum Programmes and documentation.
- Extending the faith development of the children.
Learning Team Support Responsibilities:
- Co-operating with other staff members.
- Participating actively in sharing ideas and resources.
- Providing support.
- Engaging in Professional Conversations.

Resources:
- St John’s Primary School Curriculum Documentation.
- Teacher Reference Resources through Library Resource Centre.
- Catholic Education Office Personnel.
- The Staff Handbook.
- Time Release.

Evaluation:
Will involve discussion with Principal and staff to identify indicators of success and areas of concern to ascertain the effectiveness of each persons performance and to make recommendations for the future.