



## Statement of Duties for Academy Teachers

The Academy of Mary Immaculate is the oldest girls' secondary school in Victoria, having been established by the Sisters of Mercy in 1857. From 1857 until the present day, the Academy has existed on its original site in Nicholson Street, Fitzroy. The foundress of the Academy of Mary Immaculate was Mother Ursula Frayne and the Ursula Frayne Memorial Chapel, situated on the College site, is dedicated to her and is the place of her interment.

While the College is rich in history and tradition, it also provides a modern and dynamic environment to lead the students into the future and prepare them for their life journey.

The Academy of Mary Immaculate endeavours to promote the Catholic faith and ethos and to provide an environment in which our students develop spiritually, physically, emotionally and intellectually, according to the Gospel of Jesus Christ.

The College offers a most comprehensive range of subjects, both academic and practical, catering for approximately 700 students from Years 7 – 12 who come from a wide area of Melbourne.

All teachers at the Academy of Mary Immaculate are required to undertake the statement of duties, meet the responsibilities and comply with the expectations as outlined below. Teachers at the Academy of Mary Immaculate are professional educators whose work is guided by the values of the Mercy tradition. Teachers at the Academy are highly competent, passionate and engaged in their practice. They endeavour to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher.

Included in this document are the responsibilities pertaining to the very important area of student wellbeing and child safety. Please take particular note of your responsibilities in this area.

<b>STATEMENT OF DUTIES (TEACHER)</b>	
<b>Student Wellbeing and Child Safety</b>	<ul style="list-style-type: none"> <li>• Provide students with a child safe environment</li> <li>• Be familiar with and comply with the school's Child Safety and Wellbeing policy and Code of Conduct, and any other policies or procedures relating to child safety</li> <li>• Be familiar with, understand, address and comply with the new Victorian Child Safe Standards and Ministerial Order 1359</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> <li>• Attend year level meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Attend school organised activities relevant to house or year level, as required</li> </ul>
<b>Contemporary Teaching</b>	<ul style="list-style-type: none"> <li>• Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs</li> <li>• Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li> <li>• Give appropriate time to lesson planning and organisation</li> </ul>

<b>STATEMENT OF DUTIES (TEACHER)</b>	
	<ul style="list-style-type: none"> <li>• Keep accurate records of student attendance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Engage in learning progress discussions</li> <li>• Write formal academic reports that conform to report writing guidelines</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>• Liaise with appropriate support staff in the implementation of the curriculum</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach</li> <li>• Develop assessment instruments in a collegial manner where whole group testing takes place</li> <li>• Evaluate digital learning materials and make recommendations to Learning Leaders about their implementation</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>• Attend subject meetings as scheduled</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional development in your teaching areas</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Participate in the staff appraisal process</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the Deputy Principal – Wellbeing and Operations</li> </ul>
<b>Co-Curricular Involvement</b>	<ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program</li> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Act as a role model for participating students</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> </ul>
<b>Student Management</b>	<ul style="list-style-type: none"> <li>• Be alert to and acting upon incidences endangering student safety</li> <li>• Encourage students to meet expectations for appropriate behaviour</li> <li>• Maintain right and proper relationships with students</li> <li>• Be courteous, firm, consistent and fair in dealings with students</li> <li>• Be punctual and diligent in yard duty and other supervisory duties</li> </ul>
<b>Involvement in the College Community</b>	<ul style="list-style-type: none"> <li>• Establish positive relationships with parents and family members</li> <li>• Promote positive home/school partnerships which support student learning and development</li> <li>• Attend College events, as appropriate</li> <li>• Positively promote the College both within the school community and the wider community</li> </ul>
<b>Occupational Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Follow the College's OH&amp;S policies as required</li> <li>• Follow safe working procedures developed for the College</li> <li>• Report any hazards identified to the OH&amp;S committee</li> </ul>

<b>STATEMENT OF DUTIES (TEACHER)</b>	
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities</li> <li>• Participate in duty supervision as rostered and other supervision duties when required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Uphold the professional standards expected of a teacher</li> <li>• Other duties as directed by the Principal</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Full registration with the Victorian Institute of Teaching (VIT), including a National Criminal Record check</li> <li>• Relevant Tertiary qualifications</li> <li>• All teachers are required to gain and maintain Accreditation to teach in a Catholic school Tertiary qualifications</li> </ul>

*This Statement of Duties is a guide only and is not intended to be an exhaustive or exclusive list of duties. It is subject to review and modification by the Principal in response to the changing needs of the College. Any additional responsibilities, as requested by the Principal or Deputy Principals, shall be determined through consultation and mutual agreement*