ST. ANDREW’S GRAMMAR
Teaching Staff Duty Statement

1. Within the School
   a. Shows support for the aims and philosophy of St. Andrews Grammar.
   b. Willing to positively contribute to the Christian ethos of the School.
   c. Is willing to take appropriate initiatives in support of St. Andrews Grammar.
   d. Is a positive influence amongst staff and helps to diffuse difficult situations, which may arise.
   e. Is a respected member of the School community.
   f. Shows loyalty to school and colleagues at all times.
   g. Is supportive and active in the co-curricular programme.
   h. Observes appropriate dress standards.

2. Within the Classroom
   Knowledge and understanding
   a. Maintains good breadth and depth of subject knowledge, updated regularly.
   b. Shows a clear understanding of subject material in the syllabus and the assessment procedures required.
   c. Understands teaching and learning theories and practices.

   Content Preparation
   a. Prepares relevant, innovative instructional material based on student needs and course requirements.
   b. Demonstrates programme continuity and sufficient flexibility to cover anticipated problems.
   c. Provides a differentiated curriculum including extension, remediation (using IEP’s) and bridging to other subject areas.

   Teaching Strategies and Skills
   a. Provides a stimulating environment to promote learning, maximum interest, motivation and development of self esteem.
   b. Demonstrates patient, secure discipline and the ability to anticipate and take appropriate corrective action to minimise problems. Exercises restorative practice techniques.
   c. Provides clear expectations and explanations and shows skilful use of oral and written questioning techniques.
   d. Encourages students to respond willingly and to think conceptually, creatively and analytically.
   e. Is punctual, a role model and returns all marked work promptly, giving honest, positive feedback.
   f. Uses time effectively and diligently, keeping students on task.
   g. Demonstrates diagnostic and evaluation skills and the ability to vary teaching strategies to cope with individual and group needs.
   h. Demonstrates professional concern towards students as individuals as well as class members.
   i. Performs administrative tasks conscientiously and competently.
   j. Uses current technology competently and appropriately.
Evaluation
a. Demonstrates the ability to develop, use and interpret assessment material in a variety of modes.
b. Provides students with clear assessment guidelines including written feedback and marking guides.
c. Keeps clear documented records.
d. Discusses progress with individual students and/ or parents regularly.
e. Understands the purpose of assessment and uses varied and appropriate strategies to provide feedback and to profile students.

3. Within the Sub-School
Planning
a. Contributes to and supports curriculum development and creative innovations.
b. Is generous in expressing opinions and sharing ideas and resources.
c. Is willing to participate in and help organise special subject activities.

Inter-Relationships
a. Is a co-operative, dependable and responsible team member.
b. Is willing to help solve problems.
c. Shows professional integrity.
d. Is loyal to and supportive of the School and other team members.
e. Fulfils all senior School requirements and responsibilities.
f. Meets deadlines in order that other team members can meet subsequent deadlines.

4. As a Tutor providing pastoral care
a. Shows good rapport with and understanding of students.
b. Is punctual and uses time productively.
c. Performs administrative tasks conscientiously and competently.
d. Actively supports the ethos of the school.
e. Is vigilant on school rules and dress code.
f. Involved in co-curricular programmes of students.
g. Is supportive of and works closely with the Sub-School Co-ordinators and House Co-ordinators.

5. Teaching Profession
Within the School
a. Shows enthusiasm to students and other staff.
b. Exhibits a positive attitude towards students in general and teaching as a vocation.
c. Is willing to supervise student teachers.
d. Is willing to give and accept constructive criticism where appropriate.
e. Is willing to critically examine their own performance within the School.
f. Acts at all times in mitigation of risk.

Outside the School
a. Is an active member of a professional association.
b. Shows a commitment towards personal and professional development.