



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.