ACADEMIC STAFF

Expectations of the Principal

Staff at Pulteney are expected to make a substantial commitment to the pursuit of the school philosophy. In so doing the highest standards of professionalism are required in establishing a learning environment which will enable students to fulfil their potential. There are many policy statements which give support to the work undertaken at Pulteney and staff must become familiar with them, apply them as required, and make reference to them when clarification is needed. Breaches of policy will be viewed seriously.

1. Teaching

Planning & Preparation - A competent teacher:
• has thorough knowledge of the subject matter.
• sets programmes and lesson objectives based on the subject syllabus.
• plans appropriate teaching strategies.
• plans appropriate resource use.

Classroom Teaching - A competent teacher:
• teaches the course objectives.
• uses appropriate teaching strategies.
• uses and maintains resources used in the teaching programme.
• encourages and involves students in class to enable them to fulfil their potential.
• maintains control and class discipline to sustain appropriate work habits.
• promotes a trusting and caring approach within the classroom.

Assessment - A competent teacher:
• selects and uses appropriate assessment items.
• accurately records all marks and results for student assessment.
• consistently gives feedback to students.
• liaises with appropriate colleagues regarding assessment structure and format.

2. Pastoral Care - A competent teacher:
• promotes the well being of students.
• maintains an interest in the welfare of students.
• Applies the school's rules and expectations for students as a joint responsibility of all staff.
• consults with appropriate colleagues, especially the relevant Directors and Heads of Houses, regarding student behavioural problems.
3. **Co-Curricular**

Co-curricular sporting and cultural activities are an integral part of life at Pulteney for all staff and students. A **competent teacher:**

- provides and demonstrates a positive attitude of encouragement and participation for all students in co-curricular activities.
- teaches and coaches skills and knowledge in activities and/or games.
- organises teams and groups for activities and/or games.
- promotes an attitude of sportsmanship, commitment and self-discipline.

4. **Professional Development - A competent teacher:**

- contributes to the development and evaluation of subject curriculum.
- reads and keeps up to date with areas of professional interest. This may involve:
  - contact with colleagues to share expertise;
  - contact with other schools to discuss professional development;
  - enrolling in seminars and attending training and professional development opportunities;
  - obtaining further formal qualifications at tertiary level.

5. **Administration - A competent teacher:**

- accurately records attendances at classes and extra-curricular activities as required.
- fulfils additional duties requested by the School.
- adheres to all reporting and administrative guidelines.
- attends all official school functions as required.

6. **School Philosophy - A competent teacher:**

- develops positive relationships with students, parents and staff (teaching and non-teaching).
- presents the school in a positive light to the community.
- addresses critical, creative and ethical intelligences in the courses being taught.
- makes use of the resources of the city.
- contributes to the development in students of a sophisticated notion of what it means to be a modern Australian.

All of the above duties may be varied from time to time as determined by the Principal.