

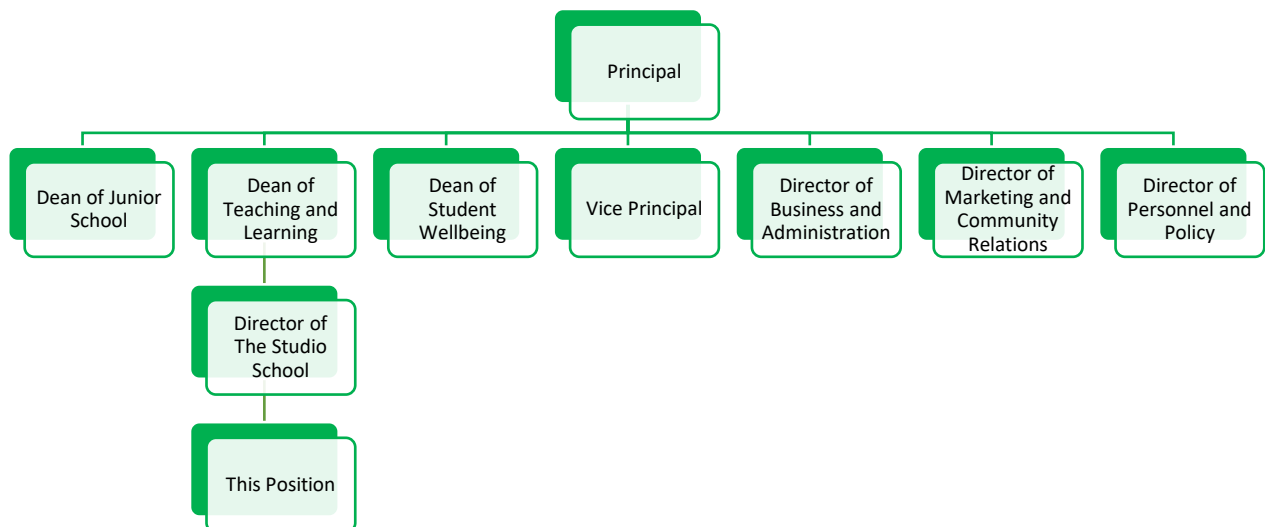
DUTY STATEMENT THE STUDIO SCHOOL TEACHER-FACILITATOR

All Saints' College and The Studio School prioritise the safety, welfare and wellbeing of children and young people, and expect all staff and volunteers to share this commitment.

POSITION PURPOSE

The teaching-facilitating staff at The Studio School (TSS) are directly responsible to the Director of TSS to support the pastoral care and learning programs for TSS students.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

All teachers at TSS are committed to a philosophy of personalising the design and delivery of high quality and innovative teaching and learning programs in a supportive environment that recognises the needs of the whole student.

1. Curriculum preparation, delivery and facilitation

- (a) Co-design and deliver project-based learning experiences
- (b) Design, facilitate and deliver programs and course outlines that reflect the syllabus as outlined by the School Curriculum and Standards Authority
- (c) Contribute to collaborative curriculum development with TSS staff, students, business, community and industry partners
- (a) Conduct scheduled learning activities, facilitated support and duties other than teaching as part of a flexible timetable structure
- (b) Facilitate appropriate remediation and extension activities
- (c) Develop and carry out suitable formative and summative assessment strategies with students
- (d) Maintain effective, current and accurate records of student academic progress, including monitoring and review of student progress
- (e) Assist students to develop strategies to improve their self-management, organisational and learning capabilities
- (f) Apply appropriate management strategies in order to provide a positive and effective learning environment

2. Administration

- (a) Report informally and formally to students and parents using verbal and written communication through email communication, Parent-Teacher evenings, TSS's reporting program and other appropriate means
- (b) Report informally and formally to the Director of The Studio School and other support personnel as required
- (c) Carry out extra duties as required - for example supervision on and off campus, internal relief, parent information evenings, meetings with industry, community and business partners, TSS functions and staff meetings

3. Student wellbeing

- (a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students through acting as a mentor and guide
- (b) Support the Christian ethos of the College
- (c) Communicate information about student wellbeing to parents, the Director of The Studio School, Chaplain, ASC College Counsellor/s, Dean of Student Wellbeing, Director of Djoowak or Principal, as appropriate
- (d) Support all facets of the TSS's wellbeing programs as required.

4. Staff expectations

- (a) Serve as a good ambassador of TSS and ASC. This includes conducting oneself in accordance with the professional standards of the School

- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner
- (c) Participate in all relevant TSS staff meetings and professional development opportunities
- (d) Maintain professional confidentiality concerning information about students and / or staff
- (e) Strive to implement productivity, quality and service improvements on a continual basis
- (f) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations
- (g) Comply with Occupational Health and Safety requirements in the workplace
- (h) Ensure that all documents are prepared and presented in a professional format in keeping with the School's practice and that high standards of spelling, grammar and punctuation are maintained
- (i) Operate as a 'team player' at all times and fully support the Principal, Leadership Team and activities of TSS

5. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

*ASC and TSS recognise that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

July 2021