

## TEACHERS AT FINLAYSON PARK SCHOOL

You have elected to join a co-operative and collaborative teaching team in a very busy school. It has much to offer you personally and professionally including the opportunity to:

- Learn a range of organisation and teaching skills from experienced and competent colleagues;
- Share the tasks of planning, implementing and evaluating programmes catering for the varied needs of students;
- Contribute ideas based on your knowledge strengths and interests;
- Receive the support, loyalty, reassurance and appreciation of your team members’
- Experience job satisfaction in proportion to the effort you expend

### **ROLE / PRIORITIES:**

1. Responsible for planning and implementing your programmes to meet the needs of your students. Get to know your children.
2. Planning must be available in hardcopy or electronically for your Senior Leader weekly in Term One, fortnightly in Term Two, monthly in Term Three (or as Senior Teacher requests) – Senior Teacher’s present their planning to Senior Management person responsible for the team.

**NB:** Successful Teaching depends on thorough preparation of work.

3. Be enthusiastic, punctual and give of an “honest days work”
4. It is expected that all Teaching Staff are at school by 8am and expect to work at school till 4pm daily at least. There will be times of course, where you may need to be absent outside these hours. If so use the electronic sign in and out tablet in the office.
5. Student bag bell is 8.20am and Teachers should be in rooms then too as this is valuable interaction time.
6. Students must not be in rooms without a class pass.
7. Be suitably attired, as befits our teaching profession (see Dress Code).
8. Join in as a member of our staff. This enhances job satisfaction.
9. Be loyal to your Team members and Senior Teacher. REMEMBER some discussions are for your team only.
10. Discuss any problems with your Senior Teacher or Principal.
11. Be prepared for Full Staff Meetings fortnightly and weekly team meetings as planned at the beginning of the year. Time frame 1 to 1 ¼ hours unless advised in advance. (Staff will be advised in advance if more time is needed).