

MacKillop College



Policy: Accountability and duties of teachers

Introduction

Teachers have responsibilities to their employer, to students, parents, colleagues and the community in general. These responsibilities range from the manner of their interaction with students to the reporting of student progress to parents/guardians.

Objectives

All staff must fulfill their duties:

- As outlined in the *MacKillop College Staff Handbook*
- In keeping with the Mission and Vision Statements of the College
- In accordance with the directives from the Catholic Education Office

Principles

- All staff should be provided with an individual copy of the *MacKillop College Staff Handbook* in which all the expectations for staff performance are clearly elucidated
- New staff members should be formally inducted into the College and their attention should be directed to the *MacKillop College Staff Handbook*
- Where an aspect of the duties of teachers is altered by the Award, CEO or the administration of the College, staff should be notified in writing, the issue must be canvassed at the next possible General Staff Meeting and an amendment to the *MacKillop College Staff Handbook* must be circulated for insertion in the publication for future reference
- It is important that all staff get appropriate feedback to ensure that they are supported in carrying out their responsibilities. Therefore, all employees share the responsibility of making staff accountable in fulfilling their duties.
- Depending on the specific offence a staff member who does not follow school policy will be counselled firstly by the appropriate leader, e.g. Level Coordinator/Team Leader, Learning/Domain Leader, Senior Coordinator
- If there is a repeat offence, or if the matter is not resolved, then the staff member will discuss the issue with the relevant Deputy Principal.
- If the offence is repeated, or if the matter is not resolved, then the Principal will become involved and the staff member will be reminded about their responsibilities both verbally and, possibly, in writing. Subsequent offences may result in due process procedures being initiated.

Implementation

i) Principal commitment

The Principal is responsible for ensuring that:

- That the objectives of this policy are integrated into practice
- Due process is applied appropriately

ii) Staff commitment

All staff are responsible for:

- Ensuring that they have read and understood the expectations listed in the *MacKillop College Staff Handbook*
- Executing their duties in line with the *MacKillop College Staff Handbook*

Review Date

This Policy will be reviewed in: January 2009

Signature

Rory Kennedy
(Principal)

Date: _____