



## Moreton Bay Boys' College

### Professional Responsibilities

A teacher at MBBC exercises duty of care. This would include, but is not limited to:

- Punctuality. ie. doors open at 8.15am; arrive at class on time; lessons starting and finishing on time.
- Prompt, visual and mobile undertaking of playground supervision.
- Attendance rolls accurately recorded according to College requirements.
- Staff to be proactive in managing student behaviour, whether in the classroom, in the playground or off site.
- Using behaviour management chart with professional judgement.
- Applies the College rules and expectations for students as a joint responsibility for all staff.

A teacher at MBBC maintains a professional demeanour. This would include, but is not limited to:

- Refraining from using derogatory, sarcastic or improper remarks.
- Being familiar with and adhering to the College policies (OH&S, Dress, email, Child protection etc).
- Promotes an environment that encourages students to be responsible global citizens by understanding, appreciating and celebrating diversity in individuality, cultures and beliefs.
- Ensures home room and teaching spaces are displayed with appropriate student work.
- Ensures home room, teaching spaces and offices are clean and tidy.
- Correct procedure for excursions/leave/camps/PD/supply/resource requests etc be followed within required timeframes.

A teacher at MBBC maintains a professional approach. This would include, but is not limited to:

- Informing reception if off site, in case of emergency

- Attends all necessary meetings and events
- Schedules appointments outside working hours
- Where necessary, seeks permission from Senior Leadership Team for absences for personal matters, eg appointments, well in advance
- Dresses according to the College dress code
- Maintains a professional approach with parents and students.

### Co-Curricular

- Student participation lists to be submitted to administration by the end of week 3 of each term.
- Coaches/manages activities as required.
- Maintains and is responsible for team/activity equipment.
- Promotes an attitude of sportsmanship, commitment and self discipline.
- Reports accidents and arranges for care of injured students.
- Is punctual to all training sessions and games/activities.
- Supports the activity/sports coordinator in the organisation and conduct of the co-curricular program.