Duties and Responsibilities

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School encompasses Years Prep to 6 with Years 7 – 9 constituting Middle School and Years 10 – 12 comprising the Senior School.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy’s critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys’ College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College’s evolution occurred on July 1, 2011 when Moreton Bay Boys’ College (MBBC) and Moreton Bay College (MBC) became formally amalgamated on the premise that they are stronger together. Governed by a joint Board and led by a single Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its MIRROR attributes for boys at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

1. Appointment

1.1 Teachers are appointed by the Principal in consultation with the Head of College and Senior Leadership Team. The appointee is responsible to the Head of College through the Head of Sub School and Director of Teaching & Learning.

1.2 The position will attract a salary and teaching load as determined through discussion on appointment. Every staff member is expected to undergo a process of regular appraisal.

1.3 Teachers are required to provide quality education in support of the ethos of the College, by managing classes and students effectively; ensuring cognisance of the syllabus and work program expectations;
promoting learning as something to be enjoyed and maximised for each student throughout every lesson; fulfilling the "teacher's role" in and out of class; maintaining good order and discipline; and providing a caring environment.

2. **Curriculum**

2.1 Teach the allocated timetables of classes in the Primary, Middle or Senior Schools.

2.2 Be innovative where appropriate and make best use of the College's resources in teaching.

2.3 Accept that there exist individual differences in ability, personality, need and learning styles in students, and always attempt to cater for these differences.

2.4 Give students regular feedback (oral and written) on academic performance and behaviour.

2.5 Keep abreast of changes in content, methodology, techniques for evaluation and measurement in pertinent teaching areas, subjects or discipline/s

2.6 Attend professional development programs to enhance teaching skills and knowledge.

2.7 Follow College policy in relation to academic matters, including the work programs, assignments and testing, and QSA requirements.

2.8 Undertake tasks assigned by the Pastoral Team Leaders and PYP or MYP Coordinators including course trialling and development, assessment preparation, resource development, organisation of subject days, competitions etc.

2.9 Provide reports to parents at meetings, interviews and in writing as required.

2.10 Supervise other classes as required.

3. **Organisation**

3.1 Be a good role model for students in personal expectations, dress, demeanour and support of the Christian values and ethos of the College.

3.2 Be aware of requirements under Workplace Health & Safety and always endeavour to see that these are followed.

3.3 Know and implement emergency and accident procedures.

3.4 Accept responsibility for the pastoral needs of students inside and outside the classroom. This includes students not actually in timetabled classes.

3.5 Actively support the College Behaviour Management Policy and insist on acceptable standards of behaviour, including dress, in students.

3.6 Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.

3.7 Be punctual to classes, form class, house meetings, assemblies, chapel services, playground duties and other areas of supervision.

3.8 Deal with irresponsible or improper behaviour in the first instance or report same. Recurring problems should be reported to the Head of Sub School or Pastoral Team Leaders.

3.9 Report student's academic problems to the Head of Sub School or the Director of Teaching & Learning.
3.10 Report continuing or significant behavioural problems and academic problems to the parents at the earliest opportunity.

3.11 Report disciplinary issues and failure to complete homework to parents as and when it occurs, through the Student Diary.

3.12 Note and report absent students.

4. **Pastoral Care**

4.1 Take an active role in the pastoral care of all students.

4.2 Fulfil the role of Form Teacher (Middle/Senior).

4.3 Insist on just actions and encourage consideration, kindness and integrity in interpersonal relationships.

4.4 Encourage students to use the pastoral care and personal development opportunities provided.

4.5 Report promptly student needs in the appropriate way.

4.6 Ensure that the College environment remains clean and pleasant.

4.7 Insist that litter be placed in the bins to promote a healthy physical environment.

4.8 Participate in the Co-curricular life of the College including House activities, worship, Open Days and other identified functions.

5. **Admissions**

5.1 Support the College’s Admissions program by publicly and privately supporting the College to past, present and future families.

5.2 Support the Admissions program wherever possible by attending specific events. i.e. public shows etc.

6. **Other**

6.1 Carry out other duties as required by the Head of College.

**Requirements**

Appropriate tertiary qualifications.

**Note** that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys’ College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 1995*.

As a condition of employment all teaching staff are to provide copies of their academic transcripts and evidence of their current Queensland College of Teachers Registration. Teachers are required to maintain their renewal of registration with the Queensland College of Teachers for the duration of employment.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.
All employees are bound by the requirements of the College’s policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body, or the College.

I hereby agree that this Role Statement accurately reflects work requirements.

Head of College

Name ____________________  Signature ____________________  Date __________

Teacher

Name ____________________  Signature ____________________  Date __________