STATEMENT OF DUTIES – August 2012

Title Teacher
Number Generic
Division Learning
Branch Specified Learning Services
Section Specified School/College
Sub-Section/Unit/School N/A
Supervisor Principal
Award/Agreement Teaching Service (Tasmanian Public Sector)
Classification Band 1, Level 1-12

Employment Conditions
Permanent or fixed term, full or part-time, up to 70 hours per fortnight, 52 weeks per year including 11 weeks annual leave.

Teachers are part of a statewide public education system and may, in accordance with the provisions of the State Service Act 2000, and the Transfer and Isolated Locations Incentives Agreement 2000 as incorporated into the Teaching Service (Tasmanian Public Sector) Award 2005, be transferred to any other location on a temporary or permanent basis. If permanently transferred to meet Departmental requirements, reasonable expenses will be met.

Location As Specified

The Role
To implement and manage appropriate learning programs for students and to assess individual student progress.

Level of Responsibility/ Direction and Supervision
Responsible for the successful management of the assigned teaching duties and associated activities. Receives broad direction, guidance and informative feedback from senior officers. Following the initial induction process, and as the teacher gains further experience, it is expected that the direction and guidance provided will reduce accordingly.
Primary Duties

1. Undertake a range of teaching and teaching related duties as directed including:
   - assessment of students and their needs (including pastoral care);
   - preparation and implementation of appropriate learning programs;
   - application of suitable student behaviour management strategies;
   - classroom teaching;
   - use of flexible teaching strategies and processes;
   - classroom management and the use of learning resources.
   - involvement in curriculum and administrative committees and, where appropriate, other decision-making bodies;
   - assessment of students' work and periodic reporting to parents or guardians;
   - out-of-classroom student supervision;
   - liaison with departmental and other professional staff;
   - development of flexible teaching strategies;
   - participation in whole of school management issues;
   - personal professional development; and
   - participation in and contribution to general school activities.

2. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Evidence of well-developed and current knowledge of curriculum content and teaching methodologies appropriate to the applicant's area of teaching expertise.
2. Good interpersonal and communication skills with students and peers.
3. Personal skills of flexibility, adaptability as well as a high degree of motivation.
4. Commitment to the principles of equal opportunity in education for all students.
Requirements

**Essential**  
- Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.
- Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000. Please note that a person with a limited authority to teach can only be employed on a fixed-term basis.
- The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following pre-employment checks are to be conducted:
  1. Conviction checks in the following conviction areas:
     - Crimes of Violence; and
     - Sex Related Offences; and
     - Serious Drug Offences; and
     - Crimes Involving Dishonesty; and
     - Serious Traffic Offences.
  2. Disciplinary action in previous employment.

**Desirable**  
- Four years or more training as defined in the Teaching Service (Tasmanian Public Sector) Award 2005

**Working within the Department of Education**

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government’s priorities for education, training and information services. These priorities are expressed through the goals of the Learners First, Connected and Inspired Strategic Plan, and the LINC Tasmania Strategy.

**Our Vision** – Successful, skilled and innovative Tasmanians.

**Our Mission** – To provide every Tasmanian with the opportunity to continue to learn and reach their potential, to lead fulfilling and productive lives and to contribute positively to the community.

**We Value** – Learning, Excellence, Equity, Respect and Relationships.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that realises the full value of every Tasmanian’s creative and productive spirit.

**Information and Records Management**

All employees are responsible and accountable to:
- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:
- Destroy delete or alter records without proper authority; or
Remove information, documents or records from the Department without permission.

**State Service Principles and Code of Conduct**

Employment in the State Service is governed by the State Service Act 2000. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.


All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](http://www.dpac.tas.gov.au/divisions/ssmo).

**Work Health and Safety and Workplace Diversity**

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the Work Health and Safety Act 2012, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

State Government workplaces and vehicles are non smoking environments.

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**Category/funding/restrictions:** Permanent or fixed term. Cost code: Specified School or College.

**Office use only: APPROVED BY HRM DELEGATE:** 103974 - Deputy Secretary Corporate Services – February 2007

**Instrument to Vary Establishment:** 135-2000/01, 198-2001/02, 073-2003/04 & 308-2003/04

**Date Duties and Selection Criteria Last Reviewed:** MWT 09/03