

EXPECTATIONS OF ALL TEACHERS

- Staff are reminded that as educators in a Catholic school we have a responsibility to encourage and develop in our young people an appreciation of the spiritual dimension of their lives. To this end the ability to reflect and to value the role of prayer is to be respected and encouraged.
- Each Homeroom teacher is to ensure that prayer is included during homeroom.
- While each teacher has his/her own approach to situations and problems, and each person's professional competence is to be respected, it is necessary that all know Genazzano's School Policy and Conduct Code and that all show solidarity, consistency and justice in carrying them out.
- The maintenance of a spirit of work, of courtesy, of good standards of speech, dress and behaviour, and of good discipline and welfare for the students is the equal responsibility of each member of staff.
- Normally, the individual teacher should be able to cope with his/her classroom problems. If necessary their problems should be referred to the Homeroom Teacher or the Team Leader depending upon the seriousness of the offence.
- All teachers are responsible for the general behaviour of the girls - in the classroom, at assemblies, in the playground and the streets.
- All teachers are rostered for specific lunchtime, recess, or before or after school duties, and these should be carried out faithfully. We have a legal and moral responsibility to supervise the girls at all times.
- At recess and lunchtime, it is important for teachers on duty to check rooms and corridors, and to see that the girls are not in places "out-of-bounds".
- It is expected that all teachers will confiscate jewellery, irregular garments or goods not permitted in the school, and that they will ensure that sanctions are imposed for breaches of discipline.
- All teachers are to ensure that classrooms are kept clean and tidy. School bags should not normally be in the classrooms. Any notices or posters displayed in the classrooms should be of an educational nature, and should be displayed with the teacher's permission. Students are not permitted to write on whiteboards or display boards without the teacher's permission. Any damage to desks, chairs, walls or windows should be reported to the Business Manager immediately.
- Teachers should check attendance at each lesson, completing the Daily Absentee Record, and, if necessary, check their lists with those in the Staff Room. Girls missing lessons must always be referred to the Homeroom Teacher, Team Leader or Deputy Principal: Students. Permission slips must be issued to all students who need to be out of class or dismissed from school. These slips are kept in each classroom.
- A teacher may issue a detention after having discussed the relevant offence with the Team Leader and obtained his/her consent. Detentions are held weekly on Friday after school for one hour.

- Punctuality to all assemblies and to lessons is essential for the smooth running of the school. The Staff's co-operation in this matter is essential and will help to establish good order in the school.
- All teachers are expected to be available to represent their study area at Information nights, as requested.
- All teachers are also expected to be present on Open Day and to attend the Annual Concert, Commencement and Closing Eucharists.
- All teachers are expected to accept delegated tasks within their particular study area as requested by the Curriculum Leader.