
- 2.5 completing all necessary administrative tasks effectively and efficiently including the establishment and maintenance of suitable time lines;
- 2.6 supervising staff, including contributing to performance reviews and reports as required;
- 2.7 demonstrating excellence as a classroom teacher;
- 2.8 liaising with Leaders of Learning with regard to pupils experiencing difficulties in the cohort;
- 2.9 checking patterns of study to ensure that they meet College and statutory/NESA requirements;
- 2.10 liaising with the Leaders of Learning and Careers Advisor in advising students on appropriate courses of study;
- 2.11 contributing to a positive learning climate within the cohort.

3.1 knowing the College's Strategic Plan and implementing relevant objectives;

3.2 participating actively in bi-annual formative reviews involving personal reflection, annual nn,nu(4 0 -0.

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4.2 -

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- 5.1 designing, implementing and evaluating cohort camps, retreats, study and pastoral days and, where relevant, graduation celebrations in consultation with relevant staff;
 - 5.2 encouraging a spirit of excellence, responsibility and cooperation within the cohort;
 - 5.3 maintaining standards of excellence within a cohort in collaboration with Teachers, Leaders of Learning, Assistant Principal – Pastoral Care, Deputy Principal and Principal;
 - 5.4 processing confidential pupil information and initiating appropriate follow-up;
 - 5.5 being aware of and responding to individual pupil needs and particular needs of the cohort as a whole;
 - 5.6 collaborating with Homeroom Teachers in the pastoral care of pupils within the cohort;
 - 5.7 liaising with the wider community in charitable works, programs of social experience and other activities;
 - 5.8 organising social interaction with other schools;
 - 5.9 liaising with specialised agencies where appropriate;
 - 5.10 valuing the unique contribution of each member of the cohort;
 - 5.11 working as a member of the middle leadership team within the wider College community;
 - 5.12 conducting cohort assemblies;
 - 5.13 promoting opportunities for student leadership within the cohort;
 - 5.14 referring students, when appropriate, to the Counsellors and working with the Counsellors on matters of individual or collective student welfare.

Other duties as assigned from time to time by the Principal

Reviewed: November 2024