



NORTHERN TERRITORY OF AUSTRALIA
DEPARTMENT OF EDUCATION

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FROM THE OFFICE OF THE SECRETARY

CIRCULAR NO: 91/38

To: ALL GOVERNMENT SCHOOLS
 MANAGEMENT GROUP
 ALL SUPERINTENDENTS

From: SECRETARY

RE: WORK LEVEL RESPONSIBILITIES OF CLASSROOM TEACHERS

This circular sets out the work level responsibilities of classroom teachers.

Section 3 of the Teaching Service Act (1981), hereafter referred to as the Act, provides:

... "educational duties" means -

- (a) teaching duties; and
- (b) such duties relating to the provision of educational support services and the administration of educational institutions as the Secretary determines to be educational duties;...

Section 16 of the Act provides for the duties of officers:

Notwithstanding the position occupied by an officer, he shall perform duties as directed by the Secretary.

The duties performed by classroom teachers vary depending on a wide range of factors such as the type of school, the Year level and subjects taught.

Each Principal and Head Teacher has a delegation from the Secretary to direct officers in their duties.

Each Principal and Head Teacher develops statements of duties to be performed by classroom teachers, taking into account the policies and requirement of the Department and the school, and the professional responsibilities of teachers.

The policies of the Department are set out in the Handbook and promulgated by circular and minute as the need occurs.

The requirements of the Department form the general position classification standards, as follows.

1. A teacher shall mean an officer or employe engaged in teaching duties, the adequate performance of which requires possession of professional teaching qualifications as determined by the Commissioner of the Northern Territory Teaching Service.
2. Teaching duties involve:
 - the understanding and application of the professional knowledge of principles and practices gained through study and experience in schools; and
 - the associated planning, control and supervision of student learning programs.
3. Teachers, as professionals, provide the highest possible standard of educational service to their clients, the students.

For the purposes of the Act, teaching duties are defined to include, but not be restricted to, the following.

1. The performance of face-to-face classroom instruction for the appropriate period of time per week.

The prescribed hours of duty for pay purposes is 36 hours and 45 minutes per week. The daily minimum instruction time is 5 hours and 20 minutes per day. The current face-to-face contact times for classroom teachers are:

	%	Hours/minutes
preschool	100	26 24 40
primary	100	26 24 40
secondary	80*	21 20

* 80% should be interpreted as approximate and does not include pastoral care or yard duty.

2. The performance of duties related to the face-to-face instruction.

Such duties may include:

- . lesson programming;
- . the setting and marking of homework;
- . completion of student program records and reports at various intervals;
- . attendance at parent/teacher evenings;
- . attendance at counselling meetings with students and/or parents/guardians;
- . attendance at prescribed professional development programs;
- . supervision of other teachers, such as student teachers and assistant teachers;
- . assistance with the supervision of sporting events;
- . attendance at professional and staff meetings, as required;
- . organisation of and attendance at field trips, excursions and camps;
- . travelling to outstations;
- . carrying out certification requirements; and
- . student assessment, including assessment requirements related to examinations, moderation and common instruments of assessment.

3. Responsibility for the welfare, social needs and security of children while they are in the care of the school.

Such duties may include:

- . home room and pastoral care sessions;
- . yard duty; and
- . supervision of students alighting from and boarding buses, both at the school and at bus interchanges.

4. Administrative and organisational tasks appropriate to the level as assigned by a senior officer.

Such duties may include:

- . collection of fees and other monies;
 - . completion of roll books and associated statistical returns.
5. Participation, as required, in peer assessment relating to probation, promotion, master teacher/advanced skills teacher status, ongoing appraisal and appraisal of teachers returning to the Service.
 6. Other duties as directed.

For your information, attached (*) is a copy of the "Agreed Statement of the Northern Territory Teachers Federation and the Northern Territory Teaching Service Commissioner Relating to Changes in the Nature of the Work of Teachers in the Period 1980-1990" put to the Full Bench of the Australian Industrial Relations Commission in November 1990 in support of a salary increase for teachers on the basis of work value. The statement elaborates on the duties set out in this circular and, as well, refers to other issues such as the curriculum, teaching methodology, accountability, devolution, administration and financial management.


G. J. SPRING

29 AUG 1991