



Homeroom Teacher Role Description

***All teachers at Saint Ignatius College may need to take on a Homeroom Teacher role.
So all applicants for a position at the College need to be prepared to take on this role.***

Seven Dimension of the Homeroom Role.

1. Valuing the age group...

Students typically have more in common with their own age group than with other groups in the school. Staff need to be very aware of the developmental needs, interests and challenges of each age group. The homeroom is focussed around the needs and interests of the age group or year level. Teachers from each year level meet as a team on a weekly basis, to reflect on the needs of each age group, and to plan and monitor programs and individual students at the year level. Each year level operates according to a “mission statement” for the particular age group.

2. Ensuring that each student is known and cared for...

Student achievement at school is intrinsically linked to their happiness within the school environment. Homeroom teachers have a key role to play in getting to know each of their students; understanding their strengths and weaknesses; and responding to their needs. The homeroom teacher’s most important role is to be the adult within the school who knows each student well and cares for their concerns.

3. Inducting each young person into the ethos and traditions of Catholic education...

The homeroom teacher meets each morning and afternoon with the homeroom, leads prayer with the group, and shares daily information. It is initially from the homeroom teacher that each student comes to know, appreciate and understand the values and beliefs of our Catholic tradition, experiencing this in the way they are treated and in the “homeroom culture” which the teacher develops. The homeroom teacher introduces a specific aspect of our Catholic tradition to the students by familiarising them with the life example of the saint after whom the homeroom is named.

4. Establishing a first point of contact with families of our students...

The homeroom teacher has a vital role in establishing contact with families, particularly through regular communication via the student planner. Families of students will be informed of student absence (after more than one day of absence) by the homeroom teacher. Families will be encouraged to express their feedback and concerns primarily to homeroom teachers, who should inform others within the school structure accordingly. Should the homeroom teacher experience any difficulties in their contact with families, they should notify their Head of School (HoS) immediately, who will provide advice and support.



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Seven Dimension of the Homeroom Role (continued).

5. Monitoring and interpreting student performance and achievement...

The homeroom teacher is responsible for gathering and collating student reports, and for presenting these at parent-teacher meetings. It is the responsibility of the homeroom teacher to be fully conversant with each of their student's performance and achievements across all subject areas. Homeroom teachers should work closely with subject teachers and HoS to ensure that their students achieve their potential at school.

6. Developing appropriate values for living and sharing...

The homeroom teacher works to establish the homeroom as the place within the school which initially models and teaches responsibility and co-operation. The homeroom teacher develops rosters and schedules with their students to ensure that the homeroom operates as an effective and well-maintained facility. Students in the homeroom will be encouraged to work together to take care of their room; to keep it clean and tidy; and to generally take pride in their room. The homeroom teacher ensures that their students learn to take responsibility for their own environment, and ultimately to share responsibility for the total school environment. The homeroom teacher should report any maintenance needs directly to their HoS.

It is an important aspect of school life that students observe the uniform regulations of the college, and the homeroom teacher should ensure that their students are in correct uniform at all times, and that breaches of the uniform regulations are followed up with families and school authorities.

7. Providing a safe and familiar base for study and recreation...

Each homeroom is intended to be a safe and familiar base for students; a place where they study core subjects, and a home-base where they have their own desk and locker. The homeroom teacher should ensure that homeroom protocols are established whereby all students appreciate the rights of others, including the need for personal belongings to be respected. It is primarily in the homeroom where the school's rules and regulations should be explained and re-inforced, particularly those relating to bullying and harassment. Students should be given regular reminders of school rules by homeroom teachers, in the context of such rules providing the basis for all within the school to be safe and happy.