



Attendance and Working Hours for Teaching Staff

Teaching and learning is a complex process and a variety of factors contribute to its success. To this end, teachers at MLC have various responsibilities which are outlined below. MLC remains committed to supporting teachers to meet these requirements.

Teaching Workload

Junior School

A full time teaching load in the Junior School of the College comprises an allotment of 34 x forty minute periods of teaching per ten day cycle. Note that a cycle at MLC consists of 40 x eighty minute periods. The remaining 6 periods are for preparation, marking, consultation, meetings, etc. A part time staff member works a fraction of the 34 periods.

Secondary School

A full time teaching load in the Secondary schools of the College comprises an allotment of 29 x seventy-five minute periods of teaching per ten day cycle. Note that a cycle at MLC consists of 40 x seventy-five minute periods. The remaining 11 periods are for preparation, marking, consultation, meetings, etc. A part time member of staff works a fraction of the 29 periods.

The workload at MLC Banksia and MLC Marshmead is similar to the Secondary part of the College. However, different operational circumstances allow variations.

During remote learning, class times may vary to accommodate the remote learning environment.

Allowances

MLC has a large pool of teacher allowances that are allocated to a variety of roles and responsibilities. The allowances may be in the form of time or money or a combination of both.

- It is important that all teachers understand that:
- It is an expectation that all teachers will be involved with curriculum and program development as part of their usual teaching load.
- All teachers may be allocated to a student wellbeing role.

Replacement Classes

In the secondary part of the College, if a teacher's allotment plus allowances does not total the time fraction for which they are employed, the remainder of their load is made up in replacement classes. Replacement classes are not allotted to a teacher's timetable at a specified time, rather teachers are to be available as required for staff absences.

Attendance at Meetings

Due to the large size of MLC, one of the main means of communication is through meetings. These meetings may include: Full College Staff meetings, Combined/Individual Schools meetings, Home Group/Tutor Group teacher meetings, Department meetings, Team meetings and Staff Learning Sessions. Similarly, the Principal may call an occasional briefing to facilitate communication with all staff about some matter of importance. These meetings provide valuable opportunities for all colleagues to join together and further build the collegiate culture at MLC.

Parent Teacher Student Conferences

All teachers, part time or full time, attend the Parent Teacher Student Conferences in their entirety unless they have a College commitment e.g. GSV Sport, a SS Period 5 class etc.

Education Outdoors

MLC has designed a comprehensive Education Outdoors program which is delivered at MLC Banksia in Gippsland and MLC Marshmead in Mallacoota. Teaching staff at MLC Kew participate in preparation for this program and by attending the sites in a supporting capacity.

School Specific Duties

Duties are allocated on a pro-rata basis. These are necessary as part of the fulfilment of the duty of care owed to the students to ensure their safety and the appropriateness of behaviour in non-class times. The specific duties differ between the four schools but may include duties such as yard duty, involvement at assemblies and wellbeing responsibilities.

Other Duties

Teachers from Junior Secondary School, Middle School and Senior School, perform the following duties:

- Tram Duty: supervising students as they wait for and board trams after they are dismissed from class in the afternoon.
- Star Café Duty: ensuring appropriate behaviour of students in the area and working with students to maintain a clean environment.
- Gate Duty: ensuring students depart in an orderly fashion and also check the uniform of students as they depart the College grounds.
- Special Events

Staff will be rostered for supervision during the compulsory Swimming and Athletics Carnivals. All staff are required to attend both the Athletics and Swimming & Diving Carnivals for the duration of these events. Part time staff must be in attendance pro-rata if it is a scheduled teaching day. In addition, staff may be rostered to attend special events at the College (e.g. Information Mornings, Curriculum Evenings, etc.)

If you require further information about teacher requirements at MLC before making a job application, please don't hesitate to contact Human Resources.