

## SRE Teacher Responsibilities

All SKM SRE teachers must be Authorised by SKM. To be authorised SRE Teachers must complete an application form and:

1. Have a current WWCC (Working With Children Check).
2. Have awareness of the DoE's [Code of Conduct](#) and [Social Media Policy](#).
3. Complete SRE training before commencing any teaching.
4. Complete SRE refresher course every three years. This must cover:  
Department of Education Policy and Implementation Procedures, Classroom Management and Techniques, Implementation of the Curriculum, Creative Teaching and Learning, and Duty of Care.
5. Use SKM SRE curriculum.
6. Provide schools with their Date of Birth, schools will check each SRE teacher against the Department's NTBE (not to be employed) database.
7. When in school grounds, wear the name badge provided by SKM.
8. Provide photo identification as requested by the school.

## Professional responsibilities

As a SRE teacher, you have a responsibility to ensure that students gain the knowledge and skills they require to become effective learners and ultimately effective and responsible citizens and who understand and appreciate the sikh values and beliefs.

SRE Teachers undertake this responsibility within the framework of the law and lawful instructions from the provider.

The responsibilities listed below provide guidance for teachers as members of the teaching profession and will assist in giving direction to your interaction with teaching colleagues. They will also guide you in meeting the needs of students, in working with parents or caregivers and other staff, in liaising with the public and in being responsible and committed employees/Volunteers of the SKM.

The following statement of professional responsibilities must be adhered to by all teachers. In carrying out your duties and responsibilities you must:

- Be conscious of your special duty of care to the students of the NSW public education system in all educational activities in and out of school.
- Demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a courteous and sensitive manner when interacting with students, parents or caregivers, staff and the public.
- Undertake appropriate ongoing professional development, classroom management and teaching skills.
- Undergo review processes and receive feedback from the provider in the form of self-reflection, student feedback and/or classroom observation.
- Be familiar with the provisions of legislation relevant to your responsibilities.
- Comply with reasonable directions given by a supervisor/principal and adhere to the official guidelines concerning the performance of your duties.
- Perform your duties efficiently and effectively and with honesty, integrity and fairness at all times.
- Use information gained in the course of employment only for proper and appropriate purpose.
- Use SKM approved resources and internet sites only.
- Deliver the curriculum with sensitivity and in an age appropriate manner.
- Use classroom technology such as interactive whiteboards and digital projectors on a regular basis.
- Teachers must not, under any circumstances, use any form of discipline that includes any threat of physical violence or harm, corporal punishment or engage in any form of behaviour which could cause physical, emotional or psychological harm of any kind to students.

## **ORGANISATIONAL RESPONSIBILITIES**

**Sikh Khalsa Mission has the following responsibilities to ensure successful delivery of SRE curriculum:**

- A process for reporting the results of the review process which will be a part of the annual assurance process. The organisation will identify and put in place efforts to address identified issues to ensure teacher training and mentor support is in place every year.
- The organisation will undertake delivery of the curriculum with sensitivity and in an age-appropriate manner. All staff will be trained and supported in this delivery with sufficient resources.
- A process of cyclic curriculum review is in place and this takes place every 5 years.