



Position Description

Position Title	Casual Relief Teacher (CRT)
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Monica's Primary School
Location	Wodonga
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	CRT
Remuneration	CRT Rate
Status	Casual
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

At St. Monica's we believe that every student can learn and every school can improve. Catholic Identity is at the heart of all we do at St. Monica's. We are committed to community and to spirituality; to liturgy, ritual and symbolism. We actively seek to inspire students, families and staff through the Catholic Story. We are a place of welcome and respect and we uphold our Vision and Mission. We are part of Catholic Education Wodonga within the Diocese of Sandhurst. We demonstrate our Catholic values within the school community, CEW community and wider Sandhurst Community of which we serve.

Position Summary

The Classroom Teacher works to ensure their priorities focus on quality teaching and learning, and the wellbeing of students and colleagues. This position is expected to maintain a high level of diverse educational methods designed to educate students whilst always adhering to the Australian Standards of Teaching.

The primary objective of the role is to:

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learnings needs
- Support the Catholic ethos, traditions, and practices, and apply these in classroom activities

Key Responsibilities

Learning and Teaching	<ul style="list-style-type: none">• Use the schools signature pedagogy to effectively implement and teach the curriculum• Collaborate with colleagues for lesson design and implementation• Collaborate with colleagues to build collective efficacy• Understand State and National curriculum requirements• Keep accurate records of student attendance• Embrace the use of information and communications technologies to enhance learning• Write formal academic reports that conform to report writing guidelines throughout each semester• Monitor the progress of each student and provide meaningful and regular feedback on their progress Seek feedback on professional practice
Pastoral Care and Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety• Assist in the provision of a child-safe environment for students

	<ul style="list-style-type: none"> • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement Positive Education practices that promote a healthy and positive learning environment • Attend staff meetings and professional learning meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend school organised activities as required
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in your year-level in line with St Monica's low variance curriculum • Collaborate with colleagues to support curriculum development and lesson planning • Develop assessment instruments in a collegial manner where whole group testing takes place and in line with the school's assessment plan • Prepare, respond and attend Professional Learning Community and Professional Learning Team meetings as scheduled
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of the curriculum and curriculum initiatives in your teaching areas • Commit to ongoing professional learning • Participate in ongoing professional development in line with the school's strategic plan • Participate in the staff appraisal process • Participate in the school instructional coaching process
General & Administration Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training and other accreditations as outlined in the school professional learning calendar • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
Learning and Teaching	<ul style="list-style-type: none"> • Use the schools signature pedagogy to effectively implement and teach the curriculum • Collaborate with colleagues for lesson design and implementation • Collaborate with colleagues to build collective efficacy • Understand State and National curriculum requirements • Keep accurate records of student attendance • Embrace the use of information and communications technologies to enhance learning • Write formal academic reports that conform to report writing guidelines throughout each semester • Monitor the progress of each student and provide meaningful and regular feedback on their progress

	<ul style="list-style-type: none"> • Seek feedback on professional practice
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement Positive Education practices that promote a healthy and positive learning environment • Attend staff meetings and professional learning meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend school organised activities as required

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as

well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria		
Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualifications in Education • Registration with the Victorian Institute of Teaching (VIT) • First Aid Certificate inclusive of Anaphylaxis
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience and proven record in effective Secondary school learning and teaching skills, including management of composite classes/ mixed ability classes. • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum. • A willingness to share knowledge in a collaborative classroom. • An understanding and willingness to work within the AITSL standards framework. • Demonstrated understanding of contemporary learning and professional learning practices • Demonstrated ability to work with students, parents, and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience

	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices and embed this into all aspects of the curriculum.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of cultural safety of children from culturally and or linguistically diverse backgrounds. • Demonstrated understanding of legal obligations relating to child safety including mandatory reporting
	Skills and Attributes	<ul style="list-style-type: none"> • Proven experience in using ICT to teach subject area including but not limited to Google Applications and Microsoft suite. • Proven ability to work as part of a team. • Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents, and our parish community. • Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies, and school camps/excursions. • A willingness to share knowledge in a collaborative classroom
	Desirable	<ul style="list-style-type: none"> • Accreditation to teach within a Catholic school or accreditation to teach religious education (or willingness to commence upon appointment) • Experience in managing composite/mixed ability classes