



# Position Description

<b>Position Title</b>	<b>Classroom Teacher</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Joseph's Primary School
<b>Location</b>	Cobram
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Graduate T1-1
<b>Remuneration</b>	\$78,021
<b>FTE</b>	1.0
<b>Status</b>	Fixed Term – 12 months
<b>Reports to</b>	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, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. 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.

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

St. Joseph's Primary School is part of St. Joseph's Parish, Cobram in north-east Victoria. Our school has grown to a current population of over 300 students and 40 staff. The Mercy Sisters have left characteristics of hard work, community, and dedicated family as strong features of our school.

St. Joseph's is a place where minds are inspired, characters are formed, and the traditions and values of the past are the foundation for the future. While our school is rich in history and tradition, we provide a modern and dynamic school environment. St. Joseph's currently comprises of 16 permanent classrooms, a state-of-the-art auditorium, a music room, library and an administration building, housing staffroom and offices, as well a beautiful yard for the children to play in.

We recognise that students thrive when provided with excellent teaching staff, resources, facilities, and the support needed to set and reach goals. The school offers a broad, versatile curriculum to equip students for a rapidly changing world and one that helps prepare them for the next step on their life journey. Our aim is to offer an excellent academic program in modern comfortable facilities in an open, safe, and spacious environment. St. Joseph's offers a Catholic education for all.

## Position Summary

The primary focus for Classroom Teacher is to ensure their priorities focus on quality teaching and learning and the wellbeing of students and colleagues. A teacher's role extends outside the classroom and into the community, where they establish and maintain a supportive school environment. Teachers contribute to school planning and objectives, events and the development of resources. The position of Teacher is to teach and educate students, adhering to state and national course requirements, including the standards of professional practice - Australian Standards of Teaching and the CECV.

The role of a teacher at St Joseph's School is to evaluate the effect they have on student learning. To understand their impact and to act on this by gathering defensible and dependable evidence from many sources and hold collaborative discussions with colleagues and students about this evidence. They will do this within a child-safe environment. All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times. Professional responsibilities for teachers to guide professional knowledge, practice and engagement. These are aligned to the Australian Professional Standards for Teacher which outline what a teacher should know and be able to do.

## Key Responsibilities

<p><b>Professional Knowledge</b></p> <ul style="list-style-type: none"> <li>● Know students and how they learn</li> <li>● Know the content and how to teach it.</li> </ul>	<ul style="list-style-type: none"> <li>● To use data walls and student assessment information to drive planning and the evaluation of student learning in order to improve student outcomes.</li> <li>● Provide meaningful and regular feedback to individual students on their progress.</li> <li>● To facilitate the assessment schedule of the school in order to monitor and evaluate the progress of all students.</li> <li>● To have a good understanding of the Victorian Curriculum in order to improve the outcomes for all students.</li> <li>● To be responsible for writing formal academic reports, hosting 3-way chats.</li> <li>● To maintain relevant documentation to support student learning, this may include but is not limited to:             <ul style="list-style-type: none"> <li>○ Personal Learning Plans</li> <li>○ PSG meetings</li> <li>○ Student Goal Setting</li> <li>○ Anecdotal notes on student progress</li> <li>○ Assessment records</li> </ul> </li> <li>● To be a member of the NCCD team by participating in moderation conversations.</li> </ul>
<p><b>Professional Practice</b></p> <ul style="list-style-type: none"> <li>● Plan for and implement effective teaching and learning</li> <li>● Create and maintain supportive and safe learning environments.</li> <li>● Assess, provide feedback and report on student learning</li> </ul>	<ul style="list-style-type: none"> <li>● Plan for and document effective teaching and learning to effectively implement the Victorian Curriculum</li> <li>● Give appropriate time to planning for effective teaching and learning, using the school’s agreed framework for planning and documentation</li> <li>● Implement strategies which promote a healthy and positive learning environment</li> <li>● To be a positive participant in supporting and facilitating the School Behaviour Framework</li> <li>● To keep accurate records of student attendance using SIMON</li> <li>● Embrace the use of ICT to enhance learning and support students to use technology to enhance their learning             <ul style="list-style-type: none"> <li>○ Assistive technology</li> <li>○ iPad Program</li> <li>○ Facilitation of the Digital Technologies curriculum</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Liaise with Learning Support Officers to support effective learning and teaching in the classroom</li> <li>● Liaise with intervention teachers with the intention of improving student outcomes</li> <li>● To know, support and implement practical matters included in the Staff Handbook</li> <li>● To 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</li> <li>● To take all reasonable measures to protect students from risks of harm and injury that should have been reasonably foreseen <ul style="list-style-type: none"> <li>○ Class supervision</li> <li>○ Yard duty; including before and after school supervision duties</li> <li>○ Excursions and camps</li> <li>○ Other supervision duties when required</li> </ul> </li> <li>● Proactively monitor and support student wellbeing <ul style="list-style-type: none"> <li>○ Exercise pastoral care in a manner which reflects school values</li> <li>○ Assist in the provision of a child-safe environment for students</li> <li>○ Demonstrate duty of care to students to their physical and mental wellbeing.</li> </ul> </li> </ul>
<p><b>Professional Engagement</b></p> <ul style="list-style-type: none"> <li>● Engage in professional learning</li> <li>● Engage professionally with colleagues, parents/carers and community</li> </ul>	<ul style="list-style-type: none"> <li>● To maintain open communication with parents and carers; this can be face-to-face, by phone or via email</li> <li>● To plan for, prepare and evaluate camps and excursion relevant to own classroom and complete documentation requirements required to meet Duty of Care, Child Safety and Occupational Health and Safety Compliance</li> <li>● To participate in the planning, development, review and evaluation of the Victorian Curriculum as taught within the school <ul style="list-style-type: none"> <li>○ Whole school planning sessions</li> <li>○ Term planning sessions</li> <li>○ Weekly planning sessions</li> <li>○ Professional Learning Team meetings</li> <li>○ Moderation sessions</li> </ul> </li> <li>● Commit to ongoing professional learning in areas of personal and school priorities <ul style="list-style-type: none"> <li>○ Create an annual professional development plan for self</li> <li>○ Participate in school wide professional learning relevant to the whole school professional learning plan</li> <li>○ Actively participate in professional reading</li> </ul> </li> <li>● Participate in self appraisal process</li> </ul>

	<ul style="list-style-type: none"> <li>● Support collegial learning; as a mentor teacher or by supporting a preservice teacher after consultation with the school’s leadership team</li> <li>● Be open to participating in research/professional learning activities that are relevant to the directions provided by the school’s strategic plan</li> <li>● Commit to ongoing professional development</li> <li>● To support and be responsible for the implementation of School Policy, Practice and Programs <ul style="list-style-type: none"> <li>○ Actively participate in review preparation as required</li> <li>○ Evaluate school policy where relevant to inform practice at St Joseph’s Primary School</li> </ul> </li> <li>● To attend school assemblies and liturgical celebrations and other school organised activities relevant to your role as teacher within the school; including and not limited to: <ul style="list-style-type: none"> <li>○ Beginning and end of year Mass</li> <li>○ Sacraments</li> <li>○ Some fundraising activities</li> <li>○ National holidays - ANZAC Day, Remembrance Day, Australia Day, where a staff representative is required(TIL will apply to some)</li> </ul> </li> <li>● Maintain currency of Mandatory Reporting, Disability Standards for Education and CompliLearn modules (working towards compliance), first aid, asthma and anaphylaxis training</li> <li>● Participate in duty supervision as rostered and other supervision duties when required.</li> </ul>
--	--

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

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>● Tertiary qualifications in Education</li> <li>● Registration with the Victorian Institute of Teaching (VIT)</li> <li>● Accreditation to teach in a Catholic school (or be working towards such accreditation or willingness to commence upon appointment)</li> <li>● Accreditation to teach Religious Education in a Catholic school (or be working towards such accreditation or willingness to commence upon appointment)</li> <li>● First Aid Certificate</li> <li>● Anaphylaxis Certificate</li> </ul>
------------------	---	---

	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience and proven record of effective learning and teaching skills, including management of composite classes/mixed ability classes</li> <li>● Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum</li> <li>● An understanding and willingness to work within the AITSL standards framework</li> <li>● Demonstrated understanding of contemporary learning and professional learning practices</li> <li>● Demonstrated ability to work with students, parents and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Must be able to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>● Demonstrated understanding of legal obligations relating to child safety, including mandatory reporting.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● Proven experience in using ICT to teach subject areas, including but not limited to Google Applications and Microsoft Suite</li> <li>● Excellent oral and written communication skills, including the ability to communicate with children, parents and the school community</li> <li>● Proven ability to work as part of a team</li> <li>● Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents and our parish community.</li> <li>● Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies and school camps/excursions.</li> </ul>