



Position Description

Position Title	Classroom Teacher
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Kilian's Primary School
Location	Bendigo
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	T1-4 to T2-6 (Dependent upon experience)
Remuneration	[\$Pro rata (pro rata of)\$74,976 to \$111,221 - Full time annual remuneration) excluding superannuation
FTE	0.8
Status	Fixed Term Term 4
Reports to	Principal, Deputy Principal, Leader of Teaching & Learning, Catholic Identity Leader, Positions of Leadership

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 2 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 Catholic Education Commission of Victoria Ltd (CECV), 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 Chief Executive Officer 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 Chief Executive Officer 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.
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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. Kilian's Primary School is a special place located in the heart of Bendigo that has played an important role in the Bendigo community by providing a holistic education for its students since 1851. The school is blessed with a rich history. Whilst honouring and being respectful of our past, St Kilian's Primary School is seeking to provide to its students a vibrant contemporary education, preparing them to be successful life-long learners. St Kilian's School is currently educating approximately 288 students with straight grades in prep, 1, 2 and is endeavouring to move to straight grades in the remainder of the school.

Position Summary

The primary focus of the classroom teacher is on the planning, preparation and teaching of programs to achieve specific student outcomes in line with the Victorian Curriculum. The classroom teacher engages in critical reflection and inquiry in order to improve knowledge and skills to effectively engage students and improve their learning. All teachers may be required to undertake other duties in addition to their teaching duties provided the responsibility is appropriate to the qualifications, training and experience of the teacher.

Key Responsibilities

Specific role duties:	<ul style="list-style-type: none">● Be prepared thoroughly for day to day teaching.● Implement sound student management strategies in the class.● Adhere to the whole school curriculum framework - https://sites.google.com/skbendigo.catholic.edu.au/curriculum/overview/home● Adhere to the whole school assessment schedule - https://sites.google.com/skbendigo.catholic.edu.au/assessment-reportinghandbook/updated-assessment-schedule● Responsible for providing information on student progress to school leadership and parents.● Mark the class roll twice a day (first thing in the morning and first thing after lunch).● Ensure any students with disabilities have adjustments in place that enable them to access the curriculum at their point of need.● Engage in learning progress discussions● Embrace the use of information and communications technologies to enhance learning● Write formal academic reports that conform to report writing guidelines● Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress● Liaise with appropriate support staff in the implementation of the curriculum
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	<ul style="list-style-type: none"> ● Uphold the professional standards expected of a teacher (AITSL)
Management and Administration:	<ul style="list-style-type: none"> ● Responsible for the implementation of school policy and programs. ● Give appropriate time to lesson planning and organisation ● Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach. ● Ensure all school planning documents are filled in. Term planners, weekly planners, and work program overviews. ● Collaborate with your unit/team during planning sessions. ● Assessment and Reporting Data is collated and entered into the relevant spreadsheets. These links can be found on the assessment and reporting site from above. ● Relevant assessment pieces are uploaded into students' learning journals. ● Maintain currency of first aid, mandatory reporting and anaphylaxis training ● Participate in duty supervision as rostered and other supervision duties when required
Camps:	<ul style="list-style-type: none"> ● Plan, research and coordinate school camps for the year level you teach. ● Complete necessary risk assessments for the camp ● Oversee the provision and care of relevant equipment materials and first aid requirements (including updated student medical plans if necessary) ● Development, distribution and collection of permission slips
NCCD/Personalised Learning Plans:	<ul style="list-style-type: none"> ● Students with Personalised Learning Plans have goals, adjustments and evaluations documented in their plan. ● The student matrix profile on the learning plan is continually updated. ● Ensure all PSG meetings are well planned for and the agenda is set ahead of time.
Pastoral Care	<ul style="list-style-type: none"> ● Proactively monitor and support student wellbeing ● Adhere to the schools behaviour management policy ● Exercise pastoral care in a manner which reflects school values ● Implement strategies which promote a healthy and positive learning environment ● Attend all school assemblies ● Attend school liturgical celebrations ● Attend school organised activities ● Demonstrate professional and collegiate relationships with colleagues
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.

Professional Development	<ul style="list-style-type: none"> ● Commit to ongoing professional development in your area of work. ● Be open to researching areas of interest relevant to directions provided in the school’s strategic plan. ● Continue development of ICT skills as technologies evolve. ● Be an active member of a relevant professional association as duties permit.
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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).
	Knowledge and Experience	<ul style="list-style-type: none"> • Be highly motivated and passionate about evidence based learning & teaching.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrate commitment to Catholic Education and Catholic Identity along with 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"> • An understanding of and commitment to the VRQA Child Safe Standards.
	Skills and Attributes	<ul style="list-style-type: none"> • A demonstrated commitment to improving personal practice. • An ability to work as part of a team. • A positive mindset to learner diversity and inclusion. • An ability to foster relationships between staff, students and parents.
Desirable		<ul style="list-style-type: none"> • Accreditation to teach within a Catholic School or accreditation to teach Religious Education (or commitment to seek accreditation). • First Aid Certificate. • Anaphylaxis certificate.