



Position Description

Position Title	Teacher
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Sacred Heart School
Location	<i>Corryong</i>
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	T1-1 – T2-6
Remuneration	\$78,021 to \$115,737
FTE	0.4 – 1.0
Status	Fixed Term
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

Sacred Heart School Corryong is a Foundation to Year 6 Catholic Primary School at the foothills of the Snowy Mountains. We have an inclusive school community united in Jesus and committed through action to live the Josephite story as we learn, love and grow. As staff, we are committed to creating an atmosphere of respect, happiness and encouragement, where positive relationships are fostered amongst each other, students and families.

Position Summary

This position has flexibility for the successful applicant, being able to work either part-time or full-time as a Classroom Teacher on a fixed term contract for the 2025 school year.

The primary focus for a Classroom Teacher is to ensure their priorities focus on quality teaching and learning and the wellbeing of students and colleagues. Students are at the heart of everything we do and foster our students' learning through high expectations and challenges for all in our inclusive community. As a school we focus on the whole child's development, working in partnership with our families and using contemporary, evidence-based learning and teaching and wellbeing practices.

Key Responsibilities

Contemporary Teaching	<ul style="list-style-type: none">• Employ a variety of teaching strategies to effectively implement the curriculum.• Give appropriate time to lesson planning and organisation.• Understand state and national curriculum requirements.• Keep accurate records of student attendance on SIMON.• Embrace the use of Information and Communications Technologies (ICT) to enhance teaching and student learning.• Engage in learning progress discussions of all students.• 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 implement of the curriculum.• Analyse student data and identify changes to practise to meet student needs through staff collaboration and Professional Learning Teams and Communities.
Pastoral Care and Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with Sacred Heart School's Child Safe and Wellbeing Policy, 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.

	<ul style="list-style-type: none"> • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner which reflects school values. • Implement strategies which promote a healthy and positive learning environment. • Attend staff meetings and professional learning meetings as scheduled. • Attend school liturgical celebrations, including Sacraments. • Attend school organised activities. • Develop, review and evaluate NCCD documentation in collaboration with other teachers and parents/families.
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach/and as a school. • Plan, develop, review and evaluate assessment strategies, instruments and practices. • Implement the Sacred Heart School assessment schedule as appropriate for the year level/class being taught. • Create and evaluate digital learning materials for the purposes of enriching the curriculum. • Attend Professional Learning Team meetings as scheduled.
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum and curriculum initiatives in your teaching areas. • Commit to ongoing Professional Development. • Be open to researching areas of interest relevant to directions provided in the school's strategic and annual plans. • Participate in the staff appraisal and annual review processes. • Continue development of ICT skills as technologies evolve. • Participate in formal goal setting, coaching and feedback sessions. • Support collegial learning by acting as a mentor/supervisor and supporting a student teacher if the opportunity arises and after consultation with the principal.
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a health and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of First Aid, National Disability and Discrimination Awareness courses, all Child Safe/Mandatory Reporting and Anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school activities/assemblies, sporting events, Mass, community and faith days as well as professional learning opportunities. • Demonstrate professional, respectful and collegiate relationships with colleagues. • Uphold the professional standards expected of a teacher at all times.

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"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) Registration • Accreditation to teach in a Catholic School (or be working towards, or willing to, such accreditation)
	Knowledge and Experience	<ul style="list-style-type: none"> • Have an in-depth understanding of contemporary learning and teaching • Employ a variety of teaching strategies to effectively implement the curriculum • Give appropriate time to lesson planning and organisation • Understand state and national curriculum requirements • Embrace the use of information and communications technologies to enhance learning • Fulfil all reporting requirements • Monitor the progress of each student and provide meaningful and regular feedback on their progress.
	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 • Accreditation to teach in a Catholic school (or be working towards such accreditation).
	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

		<ul style="list-style-type: none"> • As a staff member of the school, you are subject to and expected to comply with the Child Safety Code of Conduct and the Child Protection and Safety Policy as amended or varied from time to time • 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 strategies which promote a healthy and positive learning environment.
	<p>Skills and Attributes</p>	<ul style="list-style-type: none"> • Ability to work as part of a team by possessing; solid organisation and planning skills, a willingness to problem solve, reliability, respectful rapport building and listening skills • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Effective learning and teaching skills, including management of composite classes/mixed ability classes and an understanding and ability to differentiate based on student needs • Proven experience in using ICT to teach all subject areas including but not limited to Microsoft 365 • Ability to interpret data and use this information to inform teaching • Proven ability to work as part of a team and work collaborative and effectively with all members of the school community • Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents and our Parish community

		<ul style="list-style-type: none">• Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies, community events and school camps/excursions• A willingness to share knowledge in a collaborative Professional Learning Community.
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