

# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## Classroom Teacher

Position Number	000085
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	Holy Trinity Primary, Curtin ACT

### Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	A qualified classroom teacher educates students using approved techniques and resources aligned with the curriculum, providing regular assessment and feedback while maintaining accurate records. They collaborate with colleagues and families and uphold professional standards through ongoing learning and accreditation.
Position Duties	<ul style="list-style-type: none"> <li>• Always demonstrate active support for CECG policies and procedures.</li> <li>• Create a learning environment that stimulates learning promotes excellence and accepts and acknowledges the needs of students to be both challenged and supported.</li> <li>• Make the best use of the resources available.</li> <li>• Use a variety of teaching and learning techniques to meet individual needs.</li> <li>• Identify learner needs, conferring with specialist staff in the school when necessary.</li> <li>• Present and explain assessment criteria to students in advance.</li> <li>• Provide timely and useful feedback about completed assessment items for students.</li> <li>• Fulfil all requirements relating to assessments and their documentation.</li> <li>• Communicate in a clear, respectful, and professional way to optimise each student's development.</li> <li>• Attend all lessons and be punctual to class.</li> <li>• Maintain professional confidentiality on information about students.</li> <li>• Be proficient in the use of IT as a teaching and administrative tool.</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan, prepare, record, and evaluate work to be undertaken by classes.</li> <li>• Mark and assess students' work and keep complete and accurate records of each student's progress.</li> <li>• Communicate with parents in written reports and parent-teacher interviews and at other times as required.</li> <li>• Carry out administrative tasks thoroughly and punctually.</li> <li>• Communicate with and establish effective and cooperative working relationships with staff.</li> <li>• Help enable the best use of shared resources.</li> <li>• Undertake playground, class, and other supervision according to rosters as required.</li> <li>• Work with colleagues to review and develop the curriculum and write course documents.</li> <li>• Attend staff and grade team meetings.</li> <li>• Undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, to consider current developments relevant to the needs of students and the requirements of the curriculum.</li> <li>• Attend professional learning as required.</li> <li>• Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking.</li> <li>• Contribute to the professional development of other staff members.</li> </ul>
<p>Selection Criteria</p>	<ol style="list-style-type: none"> <li>1. Thorough knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning.</li> <li>2. Highly effective communication and interpersonal skills to engage positively with colleagues, students, and parents.</li> <li>3. Capacity to be a proactive member of a professional learning community complying with the legal, administrative, and professional requirements.</li> <li>4. Demonstrated knowledge of classroom practices and organisational skills that create supportive and safe environments for all students, including meeting a variety of learning needs.</li> <li>5. Comprehensive understanding of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students.</li> </ol>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>• Bachelor of Teaching or Master in Teaching</li> <li>• Working with Vulnerable People (WWVP) registration.</li> <li>• Teaching Quality Institute (TQI) registration.</li> </ul>

## Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"><li>• Working with Vulnerable People Check (WwVP)</li><li>• Teaching Quality Institute (TQI)</li></ul>	<ul style="list-style-type: none"><li>• Working with Children Check (WwCC)</li><li>• NSW Education Standards Authority (NESA)</li></ul>

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).