



POSITION DESCRIPTION

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

Casual Classroom Teacher

Position Level	Teacher (Schools) (Averaged – 40 Weeks per Year)
Salary Range (Full-time)	ACT (based on skills and experience) Full Day – \$369.47 to \$473.34 Half Day – \$184.73 to \$236.67 NSW (based on skills and experience) Full Day – \$343.94 to \$460.01 Half Day – \$171.97 to \$230.01
Reports To	Principal
Location	Catholic Education Archdiocese of Canberra and Goulburn
Employment Type	Casual

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

Position Purpose	The Classroom Teacher will create a learning environment which stimulates learning, promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported. The Classroom Teacher working in a casual capacity will be called upon on an as need basis by Catholic Schools within the Archdiocese of Canberra Goulburn. Whilst engaged in a school your first point of contact will be the school Principal or their elected delegate.
Position Duties	As a Classroom Teacher <ul style="list-style-type: none">• Demonstrate at all times active support of CE and individual school policies and procedures• Create a learning environment which stimulates learning, promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported• Make the best use of resources available• Openness to the strategic direction of the Archdiocese in relation to quality teaching and learningUse a variety of teaching and learning techniques to meet individual needs as far as is possible

	<ul style="list-style-type: none"> • Identify learner needs, conferring with specialist staff in the school when necessary. Present and explain criteria for assessment to students in advance • Provide timely and useful feedback to students • Communicate in a clear, respectful and professional way in order to optimise each student's development • Attend all lessons and be punctual to class • Maintain professional confidentiality on information about students • Be proficient in the use of IT as a teaching and administrative tool • Other duties within your capabilities as directed Record Keeping & Reporting • Plan, prepare, record and evaluate work to be undertaken by classes • Mark and assess students' work and keep complete and accurate records of each student's progress • Carry out administrative tasks thoroughly and punctually As a Member of Staff • Communicate with and establish effective and cooperative working relationships with teaching and non-teaching colleagues • Help enable the best use of shared resources • Undertake playground, class and other supervisions according to rosters as required • Attend staff meetings on the days engaged for casual employment Professional Development of Self and Staff • Undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, and maintain professional currency and registration accreditation status • Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking • Contribute to the professional development of other staff members by sharing knowledge, ideas and resources
Skills, Attributes and Experience	<p>In order to be a contributing team member of School Staff and the wider Archdiocese, the successful applicant will need to be a person who demonstrates:</p> <ul style="list-style-type: none"> • An understanding and commitment to the Church's mission in Catholic Education and the capacity to contribute to the spiritual and community life of the school. • Highly effective communication and interpersonal skills so as to engage positively with colleagues and students. • Classroom practices and organisational skills that create supportive and safe environments for all students, including meeting a variety of learning needs.

	<ul style="list-style-type: none"> • A thorough knowledge of the Australian Curriculum and/or NSW Curriculum with the ability to organise, select and design content for effective teaching and learning.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation • Must have commenced or completed relevant degree

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).