



POSITION DESCRIPTION

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

K-6 Classroom Teacher

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| Position Level | Teacher (Schools) (Averaged - 40 Weeks per Year) |
| Salary Range (Full-time) | \$63,712 to \$112,163 (based on skills and experience) |
| Reports To | Principal |
| Location | St Francis Xavier School, Lake Cargelligo NSW |
| Employment Type | Full-Time |
| Employment Status | Permanent |
| Employment Term | N/A |
| Hours Per Fortnight | 76 |

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. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

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| Position Purpose | We are seeking an enthusiastic K-6 Classroom Teacher to join our small, inclusive community at St Francis Xavier, Lake Cargelligo. To be successful in this role, you will have a commitment to working collaboratively as part of a team and have the capacity to develop caring relationships with students, families and staff. |
| Position Duties | As a Classroom Teacher <ul style="list-style-type: none">• Demonstrate at all times active support of Catholic Education and school policies, procedures, mission and vision• Implementing a Catholic perspective into curriculum areas• Create a learning environment which stimulates learning, promotes excellence, ensures well-being of students and accepts and acknowledges the needs of students to be both challenged and supported• Designs and implements learning opportunities in all KLA's using learning intentions and success criteria that meet individual needs |

- Provide timely and useful feedback about learning and assessments to students
- Fulfil all requirements relating to assessment and its documentation
- Communicate in a clear, respectful and professional way in order to optimise each student's development
- 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
- Communicate with families in written reports and parent teacher interviews and at other times as required
- Carry out administrative tasks thoroughly and punctually

As a Member of Staff

- Supporting all aspects of the spiritual life of the school
- 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
- Work with colleagues to review and develop the curriculum and write course documents
- Attend staff and faculty meetings

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, to take into account current developments relevant to the needs of students and the requirements of the curriculum
- 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

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| Skills, Attributes and Experience | <p>We are seeking a classroom teacher with the skills, knowledge and qualifications that demonstrate the following criteria:</p> <ol style="list-style-type: none"> 1. A commitment to Catholic education and the promotion of the mission of the Catholic Church. 2. Well-developed self-management skills and the personal capabilities of self reflection, integrity, resilience and emotional maturity. 3. The passion and expertise to work individually and collectively with students, to maximise the learning outcomes for each one, including those with additional learning needs. 4. Demonstrated high-level teaching skills, including working collaboratively with colleagues to create innovative experiences for all learners and a demonstrated willingness and capacity to team teach. 5. Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents and staff where the focus is on the learning and well-being of the student. 6. Demonstrated capacity and willingness to develop students' unique capabilities through participation in the broader life of the school. 7. Appropriate qualifications and demonstrated experience in the teaching arena. |
| 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).