

POSITION DESCRIPTION

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



Japanese Classroom Teacher

Position Level	Teacher (Schools) (Averaged – 40 weeks per year)
Salary Range	\$ 67,328 to \$ 112,835 (based on skills and experience)
Reports To	Languages Coordinator
Location	St Francis Xavier College, Florey ACT
Employment Type	Full-Time
Employment Status	Temporary
Employment Term	12 October to 11 December 2020
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.

Position Purpose	We have an exciting opportunity for an Italian Teacher to join our vibrant and comprehensive team at St Francis Xavier College, Florey.
Position Duties	<p>Catholic Ethos</p> <ul style="list-style-type: none"> • Each member of the teaching staff has responsibility to: actively live and promote the College Mission; • Promote and maintain Gospel values and the Catholic tradition among all sectors in the College; Ensure that all undertakings are student focussed; • Ensure that each student is treated as a whole person who has individual needs; • To be a good model for students in standards of courtesy, language, behaviour and dress. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • Each member of the teaching staff has responsibility to: • Provide an optimal learning environment for students to achieve excellence;

- Cater for a range of individual needs and learning styles;
- Use digital resources in the classroom to enhance learning;
- Develop a CANVAS page for each class as an aid to student learning and communication
- Provide regular ongoing feedback on student coursework via the timely return of marked work along with constructive feedback that allows for student reflection and improvement;
- Monitor and regularly record student results on electronic spreadsheets and report on student learning;
- Enact contemporary pedagogy;
- Work with Studies Coordinators and colleagues to develop appropriate differentiated assessment tasks, unit outlines and programs for students and the parent community;
- Complete formal evaluations to be completed by students and staff at the end of each semester to be discussed with Study Coordinator;
- Develop an appropriate professional development plan and participate in appropriate professional learning activities.

Building Community

- Each member of the teaching staff has responsibility to:
- Work closely with Pastoral Leaders, Year Coordinators and Studies Coordinators and the Executive regarding student matters;
- Provide prompt and timely follow up with parents, students and other staff on student issues;
- Ensure parents are provided consistent and appropriate opportunities to participate in their child's education;
- Reply to parental contact within 24 hours of receipt of communication Monday to Thursday or within 48 hours Friday to Sunday;
- Work collaboratively with colleagues in curriculum areas.

Administration and Compliance

- Each member of the teaching staff has responsibility to:
- Be punctual to class, Pastoral Care, duties and meetings;
- To attend and participate in staff meetings, subject meetings, pastoral meetings and professional learning activities;
- Monitor and record student attendance on Academy;
- Ensure completion of coursework;
- Know and understand the responsibilities of working in a Catholic school with regards to Child Protection including the responsibility of mandatory reporting, the CE Code of Professional Conduct and the staff requirements of St Francis Xavier College;
- Perform duties as assigned by the Principal;
- Take responsibility for maintaining a safe and secure environment;

	<ul style="list-style-type: none"> • Undertake and complete all mandatory training and compliance modules as required by CE and external organisations such as TQI.
Skills, Attributes and Experience	<p>We are looking for committed professionals with:</p> <ul style="list-style-type: none"> • A strong commitment to the College’s Catholic ethos and willingness to support the Catholic tradition of SFX. • Tertiary educational qualifications in the subject area and the ability and willingness to teach in more than one subject area. • Experience in teaching in secondary schools and the capacity to teach across years 7 – 12. • Excellent relational skills and the ability to work collaboratively with colleagues and parents. • A commitment to developing the whole person and developing respectful relationships. • Employ effective and high yielding, pedagogical practices. • Demonstrated ability to use technology in the classroom and to take a proactive approach to developing the use of technology in the classroom. • A demonstrated ability to manage student behaviour within any educational context. • A commitment to ongoing professional learning to enhance personal and professional capabilities within the educational environment.
Qualifications	<ul style="list-style-type: none"> • Must have commenced or completed relevant degree. • Must hold a relevant Working with Children registration and Teaching Accreditation.

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 5133 5563 | 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).