



# POSITION DESCRIPTION

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

## Classroom Teacher

Position Level	Teachers (Schools) (Average – 40 weeks per year)
Salary Range (Full-time)	\$65,165 to 114,720 (based on skills and experience)
Reports To	Principal
Location	St Mary's War Memorial School - West Wyalong
Employment Type	Full-Time
Employment Status	Temporary
Employment Term	19 April 2021 to 17 December 2021
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.

Position Purpose	We have an excellent opportunity available for an enthusiastic and committed Year 5/6 Classroom Teacher. To be successful in this role, you will have an understanding of the role of monitoring, assessment and reporting processes to facilitate the learning and achievement of students.
Position Duties	<b>Model Catholic beliefs &amp; practices by:</b> <ul style="list-style-type: none"> <li>• Encouraging the implementation of the Mission Statement in all aspects of school life</li> <li>• Implementing a Catholic perspective into curriculum areas</li> <li>• Supporting all aspects of the spiritual life of the school e.g. Sacraments</li> <li>• Encouraging Catholic values in all relationships within the school community</li> <li>• Acknowledging the role of the Catholic teacher within the wider Church community</li> </ul>

**Become a positive member of the school community by:**

- Supporting the Executive Team in integrating a Catholic ethos and building
- Positive relationships
- Providing a welcoming atmosphere
- Promoting positive relationships with students through the implementation of a just and respectful pastoral care policy
- Working as a team in Stage groups
- Being open in communication with parents and all in the school community
- Liaising with the parents to develop a positive and inclusive community

**Facilitate a learning community through:**

- Organising effective teaching and learning experiences in all KLA's
- Ensuring that the curriculum reflects Christian values
- Sharing professional expertise
- Working and planning together across Grade/Stage levels
- Interest and involvement in innovative curriculum design
- Identifying student needs and in planning to address these
- Actively participating in Stage programming and assessment procedures
- Providing an emotionally and physically safe environment, ensuring the wellbeing of all students

**Support the effective operation of the school by:**

- Competent use of technology
- Assessing and recording student outcomes regularly and adopting appropriate strategies to address individual needs
- Implementing effective communication strategies such as Curriculum
- Notes, memos, letters homes, phone calls to parents, parent interviews and three-way conferences
- Having a knowledge of current educational practices and methodologies
- Participating in available staff professional development
- Attending staff meetings and actively participating in discussions
- Keeping records reflecting required administrative procedures including notes / money / class roll etc

Skills, Attributes and Experience	<p><b>All teachers at St Mary's War Memorial School are educational leaders and should possess the following capabilities in the context of their role:</b></p> <ol style="list-style-type: none"> <li>1. A solid understanding and commitment to the Church's mission in Catholic Education.</li> <li>2. The capacity to contribute to the spiritual and community life of the school.</li> <li>3. A sound understanding of current educational practice.</li> <li>4. The ability to plan and manage the teaching and learning process to accommodate a diverse range of educational needs and learning styles.</li> <li>5. An understanding of the role of monitoring, assessment and reporting processes to facilitate the learning and achievement of students.</li> <li>6. Ability to integrate learning technologies across a variety of learning areas.</li> <li>7. Capacity to work as a member of a team.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Must hold a relevant Working with Children registration and Teaching Accreditation.</li> <li>• Must have completed relevant Education/Teaching tertiary qualification.</li> </ul>

## 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 4527 | Email: [recruitment@cg.catholic.edu.au](mailto: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 (NE