

# POSITION DESCRIPTION

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

## Classroom Teacher

Position Level	Teachers (Schools) (Averaged – 40 wks per yr)
Salary Range (Full-time)	\$ 67,328 to \$ 112,835 (based on skills and experience)
Reports To	Principal
Location	St Thomas the Apostle Primary School – Kambah ACT
Employment Type	Full-Time
Employment Status	Temporary
Employment Term	12 October to 18 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 everyone.

Position Purpose	We are looking for a Classroom Teacher to join our team. The Successful applicant will communicate in a clear, respectful and professional way in order to optimise each student's development. You will also work with colleagues to review and develop the curriculum and write course documents
Position Duties	<p><b>As a Classroom Teacher:</b></p> <ul style="list-style-type: none"> <li>• Demonstrate at all times active support of CE and school policies and procedures.</li> <li>• Create a learning environment which stimulates learning and promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported.</li> <li>• Make the best use of resources available.</li> <li>• Use a variety of teaching and learning techniques to meet individual needs as far as is possible.</li> <li>• Identify learner needs, conferring with specialist staff in the school when necessary.</li> <li>• Present and explain criteria for assessment to students in advance.</li> <li>• Provide timely and useful feedback about completed assessment items to students.</li> <li>• Fulfil all requirements relating to assessment and its documentation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate in a clear, respectful and professional way in order 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> <li>• Other duties within your capabilities as directed.</li> </ul> <p><b>Record Keeping &amp; Reporting</b></p> <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> </ul> <p><b>As a Member of Staff</b></p> <ul style="list-style-type: none"> <li>• Communicate with and establish effective and cooperative working relationships with teaching and non-teaching colleagues.</li> <li>• Help enable the best use of shared resources.</li> <li>• Undertake playground, class and other supervisions 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 faculty meetings.</li> </ul> <p><b>Professional Development of Self and Staff</b></p> <ul style="list-style-type: none"> <li>• 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.</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 by sharing knowledge, ideas and resources.</li> </ul>
<p>Skills, Attributes and Experience</p>	<p><b>We are looking for committed professionals with:</b></p> <ol style="list-style-type: none"> <li>1. A sound understanding of and commitment to the Church’s mission in Catholic Education and the capacity to contribute to the spiritual and community life of the school.</li> <li>2. A sound knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning.</li> <li>3. Appropriate qualifications and demonstrated experience in the teaching arena.</li> <li>4. Highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents.</li> <li>5. Excellent planning and implementation of teaching programs including ICT, and Inquiry-based learning.</li> <li>6. Excellent classroom management and organisational skills that create supportive and safe environments including managing challenging student behaviours and meeting a variety of learning needs.</li> </ol>

	<p>7. A sound understanding of a variety of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students.</p> <p>8. The capacity to be a proactive member of a professional learning community complying with the legal, administrative and professional requirements</p>
Qualifications	<ul style="list-style-type: none"> <li>• Must hold a relevant Working with Children registration and Teaching Accreditation</li> <li>• Must have commenced or completed relevant degree</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 5133 5563 | 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 (NESA).