

# POSITION DESCRIPTION

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

## English Teacher

Position Level	Teacher (Schools) (Averaged – 40 weeks per year)
Salary Range (Full-time)	\$ 69,348 to \$ 116,220 (based on skills and experience)
Reports To	Michael Lee
Location	St Mary MacKillop College - Isabella Plains ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	25 January 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. 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 a English Teacher (the ability to teach senior English is desirable) to join our vibrant and comprehensive team at St Mary MacKillop College.
Position Duties	<p>The Subject Teacher reports directly to his/her Curriculum Coordinator.</p> <p>Areas of responsibility for the Subject Teacher include:</p> <ul style="list-style-type: none"> <li>Working in a collegial manner with the Curriculum Coordinator, members of the faculty, and with whole staff, to ensure that the College Vision is implemented and practised.</li> <li>Involvement in the development of educational policies of the College, especially as they relate to teaching areas.</li> <li>An awareness of the Church's teaching on contemporary issues and a commitment to ensure that such teaching is respected and presented throughout subject areas.</li> </ul>

	<ul style="list-style-type: none"> <li>• The development of programs of study that are contemporary and challenging.</li> <li>• Ensuring that study programs are based on inclusive principles.</li> <li>• Ensuring that classroom pedagogy and assessment are of the highest quality and aligned with current practice in teaching and learning.</li> <li>• Accountability to the Curriculum Coordinator for all aspects relating to the teaching role.</li> <li>• Supporting the Coordinator in the promotion of the learning area.</li> <li>• Regular attendance at faculty meetings.</li> <li>• Contribution to whole staff meetings, campus staff meetings, and other school activities.</li> <li>• Participation in other activities relating to the teaching and learning processes of the school, e.g. Parent-Teacher Evenings, Information Nights.</li> <li>• A willingness to be involved in co-curricular activities: e.g camps, retreats, and sport.</li> <li>• Responsibility for all aspects of administrative duties that relate to teaching and pastoral duties e.g. keeping class rolls, accurate records, student reports, correspondence etc.</li> <li>• Promote and implement shared practices around literacy and numeracy across the curriculum.</li> <li>• Engage with and contribute to continuous professional learning at faculty and whole school level.</li> <li>• Value and contribute to strategic planning for school improvement in the broader teaching and learning program of the school</li> </ul>
<p>Skills, Attributes and Experience</p>	<p>The Teacher will:</p> <ul style="list-style-type: none"> <li>• Promote stewardship of our Vision for a Catholic School in the Josephite tradition.</li> <li>• Be an outstanding teacher of experience and initiative who can work effectively with the curriculum team, colleagues, students and families.</li> <li>• Demonstrate a deep knowledge of contemporary issues and practices in teaching from Years 7-12.</li> <li>• Contribute to the development of pedagogy and assessment practices across the curriculum.</li> <li>• As a classroom leader work effectively with colleagues and their Coordinator to develop a vision and profile for the English Faculty</li> <li>• Support the College to build community with staff, students and their families.</li> <li>• Communicate effectively with colleagues, students, parents and community members.</li> </ul>
<p>Qualifications</p>	<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 6234 5427 | 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).