



POSITION TITLE:	Teacher
SECTION:	MacKillop Catholic College, Mount Peter
REPORTS TO:	College Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to *offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11,500 students and 1,500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

MacKillop Catholic College, Mount Peter

1 MacKillop Rd (Cnr Mount Peter Rd),
Mount Peter QLD 4869
m: PO Box 1027, Edmonton QLD 4869
p: 07 4081 7600

e: office.mountpeter@cns.catholic.edu.au
w: www.mackillopcatholiccollege.qld.edu.au
ABN: 42 498 340 094



Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

MACKILLOP CATHOLIC COLLEGE, MOUNT PETER

MacKillop Catholic College (www.mackillopcatholiccollege.qld.edu.au), a master-planned Prep to Year 12 College. Founded in 2016 with Prep-Year 3 classes, the College will progressively develop by year levels with the first Year 12 cohort graduating in 2025. Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21st century education to the young people in our community.

Staff play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a developing College, MacKillop Catholic College utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individualised learning through inquiry, meta-cognition, collaboration and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. Staff at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic community and seek to support the Josephite mission.

PURPOSE OF THE ROLE

The **Teacher** will have a vital role in the next phase of strategic growth of the College. The role involves the day-to-day teaching of the Secondary school curriculum, continuing with Years 7 to 10 in 2023 and growing on a yearly basis.

This role of the **Teacher** is to support the mission of the College through the enactment of the learning and teaching program. This involves: planning, preparing and delivering effective learning and teaching programs; contributing to the development and implementation of the College objectives and planning; ensuring that appropriate pedagogies are implemented in the classroom; contributing to the establishment and maintenance of a supportive school environment utilising thorough analysis of current data to inform decisions; and prudently administering available resources.

The **Teacher** is expected to demonstrate excellence in the knowledge, understanding and research of their Learning Area, and will actively contribute to the holistic education offered at MacKillop Catholic College.

As a Teacher you will:

- Plan, prepare and deliver effective learning and teaching programs
- Contribute to the development and implementation of the school objectives and school planning
- Contribute to the establishment and maintenance of a supportive school environment

Teachers are accountable to and under the direction of the school Principal or delegate.



PRIMARY DUTIES AND RESPONSIBILITIES (based on [CES Leadership Framework](#))

Take the Lead

- Embed and support the College's pedagogical framework for 21st century learning and teaching.
- Plan, prepare and implement for effective learning and teaching (*Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5*)
 - Appropriate knowledge to plan and prepare teaching and learning programs which meet the diverse characteristics, needs and learning styles of students, and are consistent with relevant curriculum and policies.
 - Implement effective and inclusive teaching and learning processes, including the use of technology, to establish a challenging learning environment to encourage students to work toward their full potential.

Think it Through

- Co-develop, implement and promote a curriculum which prepares our students for active global citizenship and includes the College's mission, vision and values.
- Contribute to the innovative and collaborative design of 'linked' curriculum, planning and assessment appropriate to the designated Learning Areas
- Seek opportunities in the Learning Area to facilitate student engagement through Collaborative Inquiry and Project Based Learning.
- Use ongoing formative assessment and cycles of feedback to improve student outcomes.
- Use digital technologies for learning, teaching, collaboration, assessment and feedback.

Work Together

- Supervise the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions.
- Work with parents and carers as active partners in their child's education.
- Communicate regularly with stakeholders about issues of legitimate interest and/or concern.
- Create and maintain safe, supportive and caring environments (*Refer to National Professional Standards for Teachers, Number 4*)
 - Facilitate the prevention of child harm by recognising and responding appropriately.
 - Communicate effectively with students including using appropriate interpersonal skills.
 - Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment.
- Engage professionally with colleagues, parents/carers and the community (*Refer to National Professional Standards for Teachers, Number 7*)
 - Comply with professional ethics and understanding.
 - Understand the need to work collaboratively with school staff, parents and members of the wider community to establish effective partnerships and achieve educational outcomes.
 - Contribute to the school community.

Focus on improvement

- Actively engage in the College's commitment to continual improvement through informed research which leads to innovative practice.
- Identify and act on areas for improvement within the Learning Area/s.
- Track the learning needs of all students and working collaboratively to ensure each student's educational outcomes are optimised.
- Apply contemporary learning and teaching research to classroom practice.

Reflect and Grow

- Keep abreast of developments within the area of responsibility through on-going professional reading and research.
- Engage in professional activity through membership of professional associations and on-going professional development.
- Engage in professional learning and reflection (*Refer to National Professional Standards for Teachers, Number 6*)



- Model continuous learning through participation in professional development activities.
- Review and evaluate personal teaching practices to improve student learning.
- Engage with colleagues to discuss teaching practices to improve educational outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These are the typical duties and areas of responsibility that all teaching staff at the College are expected to uphold, and are aligned with the National Professional Standards for Teachers.

MISSION OF THE CHURCH

- Understands and supports the role of Catholic Education in the Mission of the Church.
- Demonstrates a willingness to articulate the implications of the model and message of Christ and the school's Mission Statement in the curriculum.
- Committed to the life and practice of one's faith tradition.
- Demonstrates a willingness to review and reflect teaching practices in light of the school's mission statement.
- Incorporates gospel values in the curriculum.
- Actively supports school worship and liturgy.
- Nurtures personal spiritual development.

LEARNING AND TEACHING

- Develops a relational platform as a basis for learning and teaching.
- Understands the nature of the learner and the learning process and tailors teaching programs to meet the diverse needs of students.
- Plans and prepares effective, quality learning and teaching programs and practices, which are consistent with the National Professional Standards for Teaching and diocesan and school based learning area plans and policies.
- Maintains teaching competency and currency of knowledge of relevant curriculum programs, as required by school and Diocese, including *Accreditation to Teach in a Catholic School (and Accreditation to Teach Religion in a Catholic School)*, as appropriate.
- Creates a nurturing and stimulating learning environment, which is inclusive, learner centred and academically challenging.
- Demonstrates effective classroom management, which provides an environment that is conducive to learning.
- Provides assistance to students with individual educational needs.
- Assesses student performance (diagnostic, formative and summative) for developmental feedback and reporting purposes.
- Maintains student records and samples of work and reports on student performance to students, parents, the school, diocesan and statutory authorities.
- Exercises professional responsibility in engendering a love of learning and developing lifelong learning.
- Maintain appropriate behaviours when engaging with children.
- Effectively uses ICT in learning and teaching.

(In accordance with National Professional Standards for Teachers, Number 1, 2, 3 & 5)

PASTORAL CARE

- Facilitates personal development and social participation of the learner.
- Demonstrates effective behaviour management practices.
- Provides for the physical, social, cultural and emotional well-being and physical safety of students.
- Enhances student development towards effective citizenship and responsible adulthood, through participation in planned and co-curricular activities.

(In accordance with National Professional Standards for Teaching, Number 4)



PROFESSIONAL GROWTH

- In consultation with the leadership team of the school or a nominated support person, regularly monitors the effectiveness of the teaching / learning program.
- Participates in and supports professional learning.
- Implements knowledge, skills and strategies gained from professional learning.
(In accordance with National Professional Standards for Teachers, No 6)

PARTNERSHIPS

- Participates in collaborative development and evaluation of curriculum, school policies and procedures.
- Establishes and maintains appropriate interpersonal relationships within the school, as well as between the school and community, particularly in regard to the Diocesan 'Code of Conduct'.
- Is aware of and actively supports school and Diocesan policies.
(In accordance with National Professional Standard, Number 7)

GENUINE OCCUPATIONAL REQUIREMENTS

- Share in the Church as a professional within the school faith community
 - Support the Catholic ethos of our schools.
 - Participate in worship and prayer in our schools.
 - Develop in students an appreciation and acceptance of Catholic values through teachings and by personal example, integrity and behavior.
- Plan, prepare and implement for effective learning and teaching *(Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5)*
 - Appropriate knowledge to plan and prepare teaching and learning programs which meet the diverse characteristics, needs and learning styles of students, and are consistent with relevant curriculum and policies.
 - Implement effective and inclusive teaching and learning processes, including the use of technology, to establish a challenging learning environment to encourage students to work toward their full potential.
- Create and maintain safe, supportive and caring environments *(Refer to National Professional Standards for Teachers, Number 4)*
 - Facilitate the prevention of child harm by recognizing and responding appropriately.
 - Communicate effectively with students including using appropriate interpersonal skills.
 - Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment.
- Engage in professional learning and reflection *(Refer to National Professional Standards for Teachers, Number 6)*
 - Model continuous learning through participation in professional development activities.
 - Review and evaluate personal teaching practices to improve student learning.
 - Engage with colleagues to discuss teaching practices to improve educational outcomes.
- Engage professionally with colleagues, parents/carers and the community *(Refer to National Professional Standards for Teachers, Number 7)*
 - Comply with professional ethics and understanding
 - Understand the need to work collaboratively with school staff, parents and members of the wider community to establish effective partnerships and achieve educational outcomes
 - Contribute to the school community



- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with and regulate own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills (or commitment to obtain) in Microsoft 365 and a high level of general digital literacy.
- Competent use of digital technologies to demonstrate the required range of skills and tasks.
- Self-motivated, with the ability and commitment to work both effectively in a team and autonomously when required, to ensure that projects are achieved within defined timelines.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment.
- Work may be performed in an outdoors environment and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- Manoeuvring within the school environment appropriate to the position.
- Driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Professional qualifications in Education.
- Registered or eligible to register with Queensland College of Teachers.
- Willingness to achieve Accreditation to Teach in a Catholic School (*and Accreditation to Teach Religion in a Catholic School*), as appropriate to role.
- Willingness to support and participate in the prayer, liturgy, and sacramental life of the Church in the school community.
- Promote child safety at all times as per policy and procedures.
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements.
- Current driver's licence.
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education.

RELATED DOCUMENTS

- National Professional Standards for Teachers.
- Policy – Accreditation to Teach and Accreditation to Teach Religious Education.
- Statement of Principles for Employment in Catholic Education.
- Code of Conduct for Employees of Catholic Education.
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland.



ADDITIONAL INFORMATION

The incumbent will need:

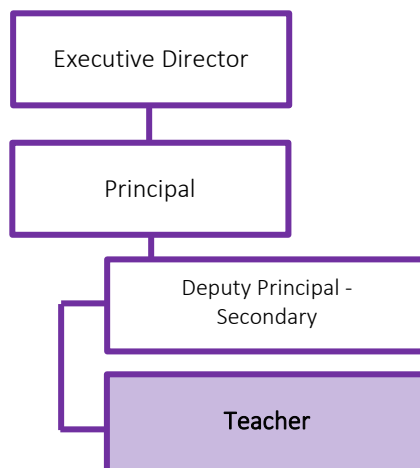
- The appointee to this position will be required to complete a period of 6 month' probation in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

Please note:

- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.

REPORTING & OTHER RELATIONSHIPS

The **Teacher** is accountable in the first instance to the Line Manager.



EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____