

# POSITION DESCRIPTION

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



## Maths & Science Teacher

Position Level	Teacher (Schools) (Averaged – 40 weeks per year)
Salary Range (Full-time)	\$ 67,328 to \$ 112,835 (based on skills and experience)
Reports To	Curriculum Coordinator
Location	St Clare's College - Griffith ACT
Employment Type	Full-Time
Employment Status	Temporary
Employment Term	Semester 2, 2020 – Semester 1 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.

<b>Position Purpose</b>	<p>A Classroom Teacher, Years 7-12, is a member of their subject faculty responsible to the Curriculum Coordinator in accordance with College policies. They work collaboratively with their Faculty members to develop and implement high quality and engaging teaching programs which account for the needs of the students in their classes. They ensure that their focus on student learning is continuous, compliant with current curriculum requirements and relative to the needs of students.</p> <p>A Classroom Teacher holds responsibility for a Pastoral Care Leader role which includes teaching a targeted program that supports the personal, social and spiritual development of a Pastoral Care Class under the guidance of a Pastoral Care Coordinator. A Pastoral Care Leader is also a key point of communication between students in their Pastoral Care Class and their families and provide administrative assistance to the Pastoral Care Coordinator as required.</p>
-------------------------	--

## Position Duties

### Member of the Curriculum Faculty

- Work collaboratively with all members of the school community to ensure that student learning remains the core business of our practice and policy
- Effectively communicate with colleagues and coordinators about College teaching and learning directions and positively promote their implementation
- Ensure that the Curriculum Coordinator and relevant Pastoral Care Coordinator is kept well informed in a timely manner about issues relating to students' learning in your classes
- Be an active presence in the College, supporting College policies and ensuring appropriate duty of care for all students
- Under the guidance of the Pastoral Care Coordinator, provide appropriate pastoral support for the students in your care
- Display integrity and professionalism in all aspects of the role

### Teaching and Learning

- Lead by example, setting and modelling excellent standards of teaching and work with all relevant staff to provide an optimal learning environment for all students in their classes
- Engage in the development of a dynamic curriculum in line with national and state requirements, St Clare's Teaching and Learning Principles and whole school goals
- Work with colleagues to learn about and implement new developments in teaching and learning
- Meet the identified learning needs of students in their classes, modifying curriculum, assessment or resources where appropriate
- Utilise positive and restorative behaviour management strategies that promote dialogue for learning and relevant pedagogical practices to enhance student engagement in their learning
- Actively develop their skills to use appropriate ICT in the classroom to enhance learning
- Engage in regular professional learning conversations with their Curriculum Coordinator to ensure they are engaging in relevant and targeted professional learning opportunities

### Communication

- Promote and implement the Teacher Quality Institute Code of Professional Practice and Conduct, ensuring integrity, respect and responsibility underpin their interactions with all members of the community
- Actively contribute to faculty, pastoral and whole meetings to ensure the learning needs of the students in your care are appropriately represented
- Develop effective and appropriate relationships with and between members of the community – students, staff and parents

	<ul style="list-style-type: none"> <li>• Work with colleagues and coordinators to ensure that parents are given consistent and appropriate opportunities to communicate with teachers regarding the education of their children</li> <li>• Provide prompt and timely follow up with parents, students and other staff on issues that emerge for students in their classes</li> </ul> <p><b>Pastoral Care Leader</b></p> <ul style="list-style-type: none"> <li>• Implement the Pastoral Care Program under the guidance of your Pastoral Care Coordinator</li> <li>• Support students in your Pastoral Care Class to engage in College events including liturgical events, assemblies, charity events, sports carnivals, study support programs and extra curricula activities</li> <li>• Ensure students in your pastoral care class are fully aware of and adherent to College behavioural and personal presentation policies</li> <li>• Implement the St Clare’s Positive Behaviour (Personal Best) policy including effective conflict resolution processes using Restorative Justice principles</li> <li>• Know and understand their responsibilities with regards to the Guidelines for Professional Conduct (Catholic Education Canberra and Goulburn) and recognise and respond to any child protection incidents in an appropriate way</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Ensure they are fully aware of their responsibilities with regard to assessment and reporting, including compliance with State and National requirements and St Clare’s College policies</li> <li>• Ensure that all College courses are prepared to a quality standard for accreditation at College and BSSS level</li> <li>• Actively engage in the annual Professional Conversation Cycle, College directed Professional Learning and classroom observations of colleagues</li> <li>• Evaluate their teaching practices regularly and make appropriate modifications to continually improve their pedagogical practices</li> <li>• Ensure St Clare’s Teaching and Learning Principles, policy and procedures are followed with regard to the development and implementation of assessment</li> <li>• Support the induction into the faculty of early career teachers and new staff to the College</li> </ul>
<p>Skills, Attributes and Experience</p>	<p>The person filling this role must possess the skills, knowledge and qualifications of an effective classroom teacher.</p> <p>Specific requirements for this role include:</p> <ol style="list-style-type: none"> <li>1. A commitment to the Catholic identity of the College through engagement in relevant programs and practices and in communication with colleagues, students and parents.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Appropriate qualifications and a commitment to engage in relevant ongoing Professional Learning.</li> <li>3. Successful experience using a range of contemporary approaches to student learning and effective pedagogical practices.</li> <li>4. Demonstrated capacity to work collegially with a range of people and to evaluate professional practices for improvement.</li> <li>5. A clear understanding of and commitment to pastorally supporting young people.</li> <li>6. A high level of organisational and communication skills.</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 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).