

# Position Description



<b>Position Title</b>	Teacher
	St Patrick's Primary School
<b>Location</b>	Pyramid Hill
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Dependent upon experience
<b>FTE</b>	1.0
<b>Status</b>	Fixed Term/ Permanent
<b>Reports to</b>	Principal

## The Organisation

Catholic Education Sandhurst (CES) Limited is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northwest Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Limited participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst acts as Chief Executive Officer for the Board of CES Limited and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Limited is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## The School

St Patrick's Primary School in Pyramid Hill was officially opened in 1956. It was established to cater for the growing number of Catholic children in the Pyramid Hill region and as a memorial to the residents of the region who gave their lives in World War II. More recently in 2021, several improvements have been added including new access point from the kitchen to the garden uniting the area, the addition of a staff planning room and upgrade to the outdoor space as well as a new façade to much of the exterior. In 1996 a new administration area and principals' office was constructed, and it was reported that although it was a small school it was equal to other facilities and educational opportunities. In 2004 a Remembrance Garden was opened and in 2011 significant grant was received for garden and kitchen infrastructure to enable the school to grow and prepare their own food.

St Patrick's Catholic Primary owes much to the group of dedicated parents and the Sisters of St. Joseph who founded the school. These Sisters were the group of courageous women who followed in the footsteps of Mary MacKillop, who dreamed of providing education to small, isolated communities. Over the years St Patrick's has had a steady decline in student numbers due to a drop in population of the area. At present St Patrick's has an enrolment of around 20 learners but proudly continues to offer excellent educational opportunities for those in their care whilst following in the traditions of the Sisters of St Joseph.

Pyramid Hill is a vibrant small quiet community with a golf course, cafes, supermarket, and bakery. It is also close to Terrick Terrick National Park which is renowned for its intact indigenous Northern plain's vegetation. St Patrick's Primary School is a welcoming, diverse, and rewarding place to work with a large Filipino enrolment where the first language is Tagalog.

## The Position

The Classroom Teacher works to ensure their priorities focus on quality teaching and learning, and the wellbeing of students and colleagues. This position is expected to maintain a high level of diverse educational methods designed to educate learners whilst always adhering to the Australian Standards of Teaching.

The primary objective of the role is to:

- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learners' needs
- Support the Catholic ethos, traditions, and practices, and apply these in classroom activities

## Key Responsibilities

### *Contemporary Teaching*

- Employ a variety of effective teaching strategies to effectively implement the curriculum
- Give appropriate time to lesson planning and organisation
- Understand state and national course requirements
- Keep accurate records of learner attendance
- Embrace the use of information and communication technologies to enhance learning
- Engage in learning progress discussions
- Engage with colleagues to support a collaborative learning environment across Foundation to Grade 6
- Write formal academic reports that conform to report writing guidelines
- Monitor the progress of each learner and provide meaningful and regular feedback and feedforward to each learner on their progress
- Liaise with other CES Limited employees in the implementation of the curriculum

### ***Pastoral Care and Child Safety***

- Be familiar with and comply with the organisations child-safe policy and code of conduct, and any other policies relating to child safety
- Assist in the provision of a child-safe environment for learners
- Demonstrate duty of care to learners in relation to their physical and mental wellbeing
- Proactively monitor and support learner wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a health and positive learning environment
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend relevant school organised activities as required

### ***Curriculum Development***

- Plan, develop, review, and evaluate curriculum in subject areas
- Develop assessment instruments in a collegial manner where whole group testing takes place
- Evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- Create and evaluate online resources for the purposes of enriching the curriculum
- Attend subject meetings as scheduled

### ***Professional Development***

- Have current knowledge of curriculum initiatives in your teaching areas
- Commit to ongoing professional development in your teaching areas
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of information technology skills as technologies evolve
- Participate in the employee appraisal process
- Be an active member of a relevant professional association as duties permit
- Support collegial learning by acting as a mentor or supervising and supporting a student teacher as required

### ***Co-Curricular Involvement***

- Support and be involved in the co-curricular program, as required
- Proactively encourage learners to participate in co-curricular activities
- Act as a role model for participating learners
- Keep accurate records of learner attendance and participation within the co-curricular activity
- Create and maintain a safe environment in which learners may enjoy their participation
- Oversee the provision and care of relevant equipment materials and first aid requirements

### ***General and Administrative Duties***

- Contribute to a health and safe work environment for yourself and others and comply with all safe work policies and procedures
- Maintain currency of first aid, mandatory reporting and anaphylaxis training
- Demonstrate duty of care to learners in relation to their physical and mental wellbeing
- Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities
- Participate in duty supervision as rostered and other supervision duties when required
- Demonstrate professional and collegiate relationships with colleagues
- Uphold the professional standards expected of a teacher

## **Mandatory Responsibilities and Requirements**

### ***Compliance with CES Limited Policies and Procedures***

- All CES Limited policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Limited must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### ***Compliance with Occupational Health and Safety***

- All CES Limited employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. In addition, it is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Limited's OH&S Management System, including requirements to report any health, safety or wellbeing issues as well as eliminate hazards, follow instructions, and participate in training and consultation processes. You will also be required to provide evidence of your current First Aid and Anaphylaxis training prior to commencing employment with CES Limited.

### ***Compliance with Child Safety Legislation***

- CES Limited is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Limited employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check. CES Limited are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. It is, therefore, a condition of employment that the incumbent provide a valid working with children check and or a national police record check prior to commencing employment with CES Limited. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

### ***Registration with Victorian Institute of Teaching (VIT)***

- All CES Limited employees who require professional registration to teach must maintain their registration and work within the professional standards, codes of conduct and ethics requirements issued by VIT.

## **Key Selection Criteria**

The below sets out the knowledge, skills and attributes required for this position:

### **Essential**

- Tertiary qualifications in Education and registration with the Victorian Institute of Teaching (VIT)
- A demonstrated commitment to Catholic Education and Catholic Identity along with an understanding of and willingness to work within the Catholic ethos, traditions, and practices.
- Experienced in primary school teaching with exemplary learning and teaching skills
- Understanding of contemporary learning and professional learning practices
- Excellent oral and written communication skills, including the ability to communicate with children, parents, and the school community
- A willingness to share knowledge in a collaborative classroom
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of the cultural safety of children from culturally and or linguistically diverse backgrounds
- High level of computer literacy
- Demonstrated ability to establish and maintain effective interpersonal relationships with a wide range of people and groups

- Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies, and school camps/excursions.

**Desirable**

- Accreditation to teach Religious Education in a Catholic School (or be working towards such accreditation)
  - Experience in managing composite classes/mixed ability classes
  - The desire to support the teaching of Tagalog Language through our cooking and gardening program (SAKG)
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