



# Position Description

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| <b>Position Title</b>       | Teacher  |
| <b>Organisation</b>         | Catholic Education Sandhurst Limited (CES Ltd)               |
| <b>School</b>               | St Patrick's Primary School                                  |
| <b>Location</b>             | <i>Pyramid Hill</i>  |
| <b>Enterprise Agreement</b> | Victorian Catholic Education Multi-Enterprise Agreement 2018 |
| <b>Classification</b>       | Dependent upon experience                                    |
| <b>Remuneration</b>         | Dependent upon experience                                    |
| <b>FTE</b>                  | 1.0  |
| <b>Status</b>               | 1 * Fixed Term (12 months 2022)<br>1 * Ongoing               |
| <b>Reports to</b>           | Principal  |

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) 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 Ltd 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 Ltd 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 Ltd 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.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

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 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 in 2011 it received a significant grant 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.

## Position Summary

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 students 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 learnings needs
- Support the Catholic ethos, traditions, and practices, and apply these in classroom activities

## Key Responsibilities

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| <b>Contemporary Teaching</b> | <ul style="list-style-type: none"><li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li><li>• Give appropriate time to lesson planning and organisation</li><li>• Understand state and national course requirements</li><li>• Keep accurate records of student attendance</li><li>• Embrace the use of information and communication technologies to enhance learning</li><li>• Engage in learning progress discussions</li></ul> |
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|                                       | <ul style="list-style-type: none"> <li>• Write formal academic reports that conform to report writing guidelines</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>• Liaise with other CES Limited employees in the implementation of the curriculum</li> </ul>   |
| <b>Pastoral Care and Child Safety</b> | <ul style="list-style-type: none"> <li>• Be familiar with and comply with the organisations child-safe policy and code of conduct, and any other policies relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Implement strategies which promote a health and positive learning environment</li> <li>• Attend year level meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Attend relevant school organised activities as required</li> </ul> |
| <b>Curriculum Development</b>         | <ul style="list-style-type: none"> <li>• Plan, develop, review, and evaluate curriculum in subject areas and at year levels which you teach</li> <li>• Develop assessment instruments in a collegial manner where whole group testing takes place</li> <li>• Evaluate digital learning materials and make recommendations to subject coordinators about their implementation</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>• Attend subject meetings as scheduled</li> </ul>   |
| <b>Professional Development</b>       | <ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional development in your teaching areas</li> <li>• Be open to researching areas of interest relevant to directions provided in the school’s strategic plan</li> <li>• Continue development of information technology skills as technologies evolve</li> <li>• Participate in the employee appraisal process</li> <li>• Be an active member of a relevant professional association as duties permit</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher as required</li> </ul>  |
| <b>Co-Curricular Involvement</b>      | <ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program, as required</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Act as a role model for participating students</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> </ul>  |
| <b>General and Administrative Duties</b> | <ul style="list-style-type: none"> <li>• Contribute to a health and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities</li> <li>• Participate in duty supervision as rostered and other supervision duties when required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Uphold the professional standards expected of a teacher</li> </ul> |

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd 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 Ltd 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 Ltd'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, Anaphylaxis training and vaccination status prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd 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 Ltd 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 or VIT registration. CES Ltd 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. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

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| <b>Essential</b> | <b>Qualifications and Registrations</b> | <ul style="list-style-type: none"> <li>• Tertiary qualifications in Education</li> <li>• Registration with the Victorian Institute of Teaching (VIT)</li> <li>• First Aid Certificate</li> <li>• Anaphylaxis Certificate</li> </ul>   |
|                  | <b>Knowledge and Experience</b>         | <ul style="list-style-type: none"> <li>• Experience and proven record in effective primary school learning and teaching skills, including management of composite classes/ mixed ability classes</li> <li>• Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum</li> <li>• A willingness to share knowledge in a collaborative classroom</li> <li>• An understanding and willingness to work within the AITSL standards framework</li> <li>• Demonstrated understanding of contemporary learning and professional learning practices</li> <li>• Demonstrated ability to work with students, parents and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience</li> </ul> |
|                  | <b>Commitment to Catholic Education</b> | <ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices and embed this into all aspects of the curriculum.</li> </ul>   |

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|                  | <b>Commitment to Child Safety</b> | <ul style="list-style-type: none"> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of cultural safety of children from culturally and or linguistically diverse backgrounds.</li> <li>• Demonstrated understanding of legal obligations relating to child safety including mandatory reporting</li> </ul>   |
|                  | <b>Skills and Attributes</b>      | <ul style="list-style-type: none"> <li>• Proven experience in using ICT to teach subject area including but not limited to Google Applications and Microsoft suite.</li> <li>• Proven ability to work as part of a team</li> <li>• Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents and our parish community.</li> <li>• Demonstrated capacity to participate in a range of school activities including school sports, sacramental programs, liturgies, and school camps/excursions.</li> <li>• A willingness to share knowledge in a collaborative classroom</li> </ul> |
| <b>Desirable</b> |                                   | <ul style="list-style-type: none"> <li>• Accreditation to teach within a Catholic school or accreditation to teach religious education (or willingness to commence upon appointment)</li> <li>• Experience in managing composite/mixed ability classes</li> <li>• The desire to support the teaching of Tagalog Language through our cooking and gardening program (SAKG)</li> </ul>  |