



# Position Description

<b>Position Title</b>	Class Teacher
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Mary of the Angels Secondary College
<b>Location</b>	<i>Nathalia</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Teacher Classification
<b>Status</b>	Ongoing/Part/Full Time
<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 Mary of the Angels is a Catholic, co-educational Secondary College that was established by the Franciscan Missionaries of the Divine Motherhood (FMDM) sisters in 1961. The College welcomes families from Nathalia, Numurkah, Wunghnu, Tallygaroopna, Cobram, Yarroweyah, Strathmerton, Katamatite, Barooga, Tocumwal, Finley (NSW) and many of the townships in between. At St Mary of the Angels, we draw our example from Jesus Christ, who in turn inspired St. Francis of Assisi, and it is St Francis' core values of justice, peace, and integrity in creation in a spirit of gratitude and joy, that we celebrate and embrace.

For thirty-three years the College was staffed mainly by the FMDM Sisters whose gift was their strong Franciscan charism and faithfulness to the community. We honour these women, many who came from England and Ireland, who supported and strengthened rural Catholic education in this region.

St Mary of the Angels prides itself on maintaining a family oriented and friendly atmosphere. Nathalia is a small town in Northern Victoria. The town is located on the banks of Broken Creek and is near the Barmah National Park which has over 220 species of birds and 550 different types of plants. Nathalia has a year-round Mediterranean climate, a stunning golf course, an art retreat and extensive fresh produce to enjoy.

## Position Summary

The class teacher is responsible for working professionally and collegiately to facilitate the learning of all students.

### Catholic Identity

- Instil in students a respect for each other in accordance with the teachings of Jesus Christ.
- Foster our Franciscan charism through intercession for those less fortunate and respect for all God's Creation.
- Respectfully participate in all liturgical celebrations.

### Pastoral Wellbeing

- Comply with the College Child Safe Policy and code of conduct to provide students with a child-safe environment.
- Proactively monitor and support student wellbeing.
- Liaise with Learning Advisor, Year Level Leader and/or Wellbeing team as appropriate, regarding support for student wellbeing.
- Implement strategies to support a healthy and positive learning environment.
- Attend all College assemblies and other College meetings and activities relevant to year level or house.
- Monitor uniform and other attributes in accordance with our expected College standards of behaviour and participation.
- Monitor and promote positive behaviours in line with our SPARK values.
- Explicitly promote the development of sound study skills and behaviours.

### Contemporary Teaching

- Have a current knowledge of relevant curriculum standards in subject areas and year levels in which you teach.
- Actively participate in team based collaborative planning.

- Assess student readiness for learning and learning progress using a variety of assessment tools.
- Plan, develop and review appropriate learning activities, inclusive of a variety of styles and use of technology, to differentiate and provide for meaningful engagement of students.
- Engage in a variety of learning settings, inclusive of flexible learning spaces and contemporary pedagogies.
- Monitor the learning progress of students through frequent formative assessment and provide purposeful feedback to students.
- Develop valid assessment materials in conjunction with the relevant professional learning team.
- Formally report learning progress in a timely manner and in accordance with College report writing guidelines.
- Utilise the College Learning Management System, Google Drive and emerging technologies for reporting, communication and sharing of learning materials.
- Be open to research and implementation of initiatives in accordance with the College strategic plan.

### **Child Safety**

- Be familiar with and comply with the college's child-safe policy and code of conduct, and any other policies or procedures relating to the Child Safe Standards.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

### **General and Administrative**

- Demonstrate commitment to the holistic wellbeing of students.
- Contribute to a healthy and safe work environment for yourself and others.
- Maintain currency of mandatory reporting, first aid and anaphylaxis training.
- Attend all staff days and college activities including, but not limited to, professional learning, faith development, learning advisor/subject teacher interviews, sports days, college community days such as Feast Day.
- Attend and be an active member of staff meetings, domain and year level team meetings as relevant to specific duties.
- Participate in a professional and collegiate manner as a member of professional learning teams.
- Utilise data based research and survey tools to regularly review the impact on student learning.
- Participate in ongoing professional learning through the College Teacher Coaching and Feedback Program.
- Actively participate in rostered duties as scheduled including homeroom, yard duties and extra supervision.
- Be open to shared learning opportunities for staff, students and the wider community through involvement in the Nathalia Learning Community.
- Other duties as directed by the College Executive.

## Key Responsibilities

### Teaching Positions

- A commitment to the philosophy and ethos of Catholic Education.
- Hold current V.I.T registration.
- Evidence of incorporating I.T. into teaching practice.
- Be conversant with and able to use current teaching methodologies, including inquiry. learning, self-directed learning, team teaching.
- Evidence of using data to inform and enhance student learning outcomes.
- Evidence of a team approach to curriculum planning and delivery.

## 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. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### 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.