



## CATHOLIC COLLEGE SALE

### Secondary Teacher

#### Position Description

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| <b>Employment Classification</b> | Teacher                    |
| <b>Reporting Supervisor</b>      | Principal/Deputy Principal |
| <b>Supervisor of Staff</b>       | As determined by role      |
| <b>Location</b>                  | Catholic College Sale      |

#### About this role

The Teacher is responsible for delivering high-quality learning experiences that empower students to achieve their educational potential within a Catholic learning community. The role supports the College's mission through contemporary teaching practice, pastoral care, curriculum development, and active participation in the wider life of the College. The Teacher is committed to fostering student wellbeing, supporting the College's Child Safety framework, and contributing positively to the faith and learning culture of Catholic College Sale

#### Statement of Duties

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| <b>Contemporary Teaching</b>               | <ul style="list-style-type: none"><li>• Develop engaging and inclusive learning environments that cater for diverse learning needs.</li><li>• Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li><li>• Plan, prepare and deliver high-quality learning experiences aligned with curriculum requirements.</li><li>• Employ a variety of effective teaching strategies to maximise student learning outcomes.</li><li>• Monitor and assess student progress and provide meaningful and timely feedback.</li><li>• Maintain accurate student records and attendance data.</li><li>• Integrate digital technologies to enhance teaching and learning.</li><li>• Participate in student learning progress discussions and reporting processes.</li><li>• Work collaboratively with support staff to implement appropriate learning adjustments and interventions</li></ul> |
| <b>Pastoral Care and Student Wellbeing</b> | <ul style="list-style-type: none"><li>• Support student wellbeing and contribute to a positive school culture.</li><li>• Exercise pastoral care consistent with the values and mission of the College.</li><li>• Promote respectful behaviours and positive relationships.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|                                      | <ul style="list-style-type: none"> <li>• Implement strategies that support student engagement and wellbeing.</li> <li>• Attend year-level meetings, assemblies and relevant student wellbeing activities.</li> <li>• Actively contribute to maintaining a child-safe environment for all students</li> </ul>                                                                                                                                                                                                            |
| <b>Curriculum Development</b>        | <ul style="list-style-type: none"> <li>• Plan, develop, review and evaluate curriculum programs.</li> <li>• Collaborate with colleagues in assessment design and moderation practices.</li> <li>• Evaluate and implement digital learning resources.</li> <li>• Develop learning materials that support curriculum delivery.</li> <li>• Attend faculty and curriculum meetings as required</li> </ul>                                                                                                                   |
| <b>Professional Responsibilities</b> | <ul style="list-style-type: none"> <li>• Demonstrate commitment to ongoing professional learning.</li> <li>• Maintain current knowledge of curriculum developments and educational best practice.</li> <li>• Participate in appraisal and professional growth processes.</li> <li>• Contribute to collegial learning and mentoring opportunities.</li> <li>• Support the mission, values and strategic priorities of the College.</li> <li>• Undertake other duties as reasonably directed by the Principal.</li> </ul> |
| <b>Co-Curricular Participation</b>   | <ul style="list-style-type: none"> <li>• Support and participate in the co-curricular life of the College.</li> <li>• Encourage student involvement in co-curricular programs.</li> <li>• Maintain accurate participation records where required.</li> <li>• Ensure activities are conducted in a safe and supportive environment.</li> <li>• Support excursions, camps, sporting activities and other College events as required</li> </ul>                                                                            |
| <b>Child Safety</b>                  | <p>The College is committed to safeguarding and promoting the wellbeing of children and young people. Teachers are required to:</p> <ul style="list-style-type: none"> <li>• Support and promote a child-safe culture.</li> <li>• Comply with all Child Safety and Wellbeing policies and procedures.</li> <li>• Demonstrate appropriate professional boundaries.</li> <li>• Meet all mandatory reporting obligations.</li> <li>• Contribute to a respectful and inclusive environment for all students.</li> </ul>     |
| <b>General Duties</b>                | <ul style="list-style-type: none"> <li>• Maintain a safe and healthy workplace.</li> <li>• Comply with all Workplace Health and Safety requirements.</li> <li>• Maintain currency of mandatory compliance training.</li> <li>• Participate in supervision and duty responsibilities.</li> </ul>                                                                                                                                                                                                                         |

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|  | <ul style="list-style-type: none"> <li>• Attend relevant College meetings, masses, liturgies, assemblies and professional learning activities.</li> <li>• Demonstrate professionalism in all interactions with students, families and colleagues.</li> </ul> |
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## Selection Criteria

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| <b>Commitment to Catholic Education</b> | <ul style="list-style-type: none"> <li>• Demonstrated understanding of the ethos and mission of Catholic education.</li> <li>• Capacity to support and contribute to the faith life of the College.</li> <li>• Ability to foster respectful relationships consistent with Gospel values</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Commitment to Child Safety</b>       | <ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety;</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children;</li> <li>• Be a suitable person to engage in child-connected work; and</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>                                                                                                                                                                                                                                                                                       |
| <b>Qualifications and Experience</b>    | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Recognised teaching qualifications.</li> <li>• Current Victorian Institute of Teaching (VIT) registration.</li> <li>• Accreditation to teach in a Catholic school or willingness to obtain accreditation.</li> <li>• Demonstrated ability to deliver effective teaching and learning programs</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Accreditation to Teach Religious Education.</li> <li>• Postgraduate qualifications or further study.</li> <li>• Experience using contemporary educational technologies.</li> <li>• Understanding of inquiry-based learning and data-informed practice.</li> </ul> |
| <b>Skills/Attributes</b>                | <ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills.</li> <li>• Ability to work collaboratively within a professional team.</li> <li>• Effective classroom management skills.</li> <li>• Commitment to continuous improvement.</li> <li>• Strong organisational and time-management skills.</li> <li>• Ability to contribute positively to the broader life of the College.</li> <li>• Demonstrated professionalism, initiative and flexibility.</li> </ul>                                                                                                                                                                                                                |

