



# Position Description

<b>Position Title</b>	<b>Classroom Teacher</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St. Peter's Primary School
<b>Location</b>	<i>North Bendigo</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	T1-1 to T2-6
<b>Remuneration</b>	T1-1 \$76,484 to T2-6 \$\$113,456. dependent upon experience
<b>FTE</b>	1.0
<b>Status</b>	Fixed Term
<b>Reports to</b>	Co-Principals Members of the Leadership Team Unit Leaders

## 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 Northeast 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 Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer 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 Peter's Primary School is a co-educational school located in North Bendigo. Approximately 120 students attend the school which has 10 classrooms of mostly composite classes. The school was established in 1972 and is part of the St Killian's Parish. Our core values include respect for the individual, appreciating diversity and learning through our mistakes. We cater for many students with additional needs and some 30% of our students are Indigenous. We provide extra support to our students and families through our Pastoral Wellbeing and Mental Health in Primary Schools teams. We have a school wellbeing dog as part of the Dogs Connect Program. We teach literacy using a synthetic phonics approach and provide small literacy groups across the whole school. Our school facilities provide an excellent learning environment for all students, and some areas are currently being upgraded. We also have an extensive playground area which caters wonderfully for all the needs of our students as well as having a variety of lunchtime activities available for all students. We offer specialist music, art and environmental studies on a weekly basis and our additional language is Auslan. The pastoral care of students is of paramount importance and our 4 School Values are central to all we do - Care for Self, Care for Others, Care for Learning and Care for the Environment.

## **Position Summary**

We are looking for a classroom teaching to join our vibrant, dedicated Catholic community at St Peter's. We have small class sizes, a focus on individual learning needs and we cater for students from diverse backgrounds.

## Key Responsibilities

<p><b>Professional Knowledge</b></p>	<ul style="list-style-type: none"> <li>● To use data walls and student assessment information to drive planning and the evaluation of student learning in order to improve student outcomes.</li> <li>● Provide meaningful and regular feedback to individual students on their progress.</li> <li>● To facilitate the assessment schedule of the school in order to monitor and evaluate the progress of all students.</li> <li>● To have a good understanding of the Victorian Curriculum in order to improve the outcomes for all students.</li> <li>● To employ a variety of effective teaching strategies</li> <li>● To be responsible for writing formal academic reports, hosting learning conversations.</li> <li>● To maintain relevant documentation to support student learning, this may include but is not limited to:             <ul style="list-style-type: none"> <li>○ Personal Learning Plans</li> <li>○ PSG meetings</li> <li>○ Student Goal Setting</li> <li>○ Anecdotal Notes on student progress</li> <li>○ Assessment records</li> </ul> </li> <li>● To be a member of the NCCD team by participating in moderation conversations.</li> </ul>
<p><b>Pastoral Care and Child Safety</b></p>	<ul style="list-style-type: none"> <li>● Be familiar with and comply with the school’s child-safe policy and code of conduct, and any other policies or procedures 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 healthy and positive learning environment</li> <li>● Attend all school assemblies</li> <li>● Attend school liturgical celebrations</li> <li>● Attend school organised activities as required</li> </ul>

<p><b>Curriculum Development</b></p>	<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>● Attend planning meetings as scheduled</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Be open to professional learning relevant to directions provided in the school's strategic plan</li> <li>● Continue development of ICT skills as technologies evolve</li> <li>● Participate in the staff appraisal process</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. 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.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training 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

<b>Essential</b>	<b>Qualifications and Registrations</b>	<p>The successful applicant must hold a</p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Education.</li> <li>• Current registration with the Victorian Institute of Teaching (VIT).</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum</li> <li>• Modify the curriculum to effectively meet the needs of each student and keep accurate documentation of planning and adjustments</li> <li>• Give appropriate time to lesson planning and organisation</li> <li>• Keep accurate records of individual learning plans and student attendance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Engage in learning progress discussions</li> <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 appropriate support staff in the implementation of the curriculum</li> </ul>

	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>● Support the school’s Catholic ethos, traditions and practices</li> <li>● Through personal example, you will strive to help students understand, accept and appreciate Catholic teaching and values</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Provide students with a child-safe environment</li> <li>● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</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 healthy and positive learning environment</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● An ability to develop relationships with students, parents and colleagues</li> <li>● An ability to work in a professional learning team</li> <li>● Ability to set your own personal goals and discuss these with a colleague and/or leadership</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 and work towards).</li> <li>● Accredited First Aid capabilities.</li> <li>● Anaphylaxis Certificate</li> </ul>