



## PDHPE Teacher

### ***‘Inspiring Minds, Hearts & Spirits’***

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits. If you are passionate about making a difference in the lives of students, then we encourage you to join our Catholic Marist community.

#### The Benefits

- Be part of a vibrant, inclusive and thriving rural community.
- Competitive remuneration.
- Relocation incentives are available
- Ongoing professional development and training.
- A safe, caring and supportive work environment.
- Time allowance and support for beginning teachers.
- A highly collaborative and supportive environment for early career and experienced teachers.

## **How to apply**

Applicants should forward a written application including a cover letter and a personal and professional resume, giving details of background and experience.

Applicants must complete the attached application form and return this with their application, including any relevant documentation.

Applicants will be required to have NESA accreditation to teach in NSW and a NSW Working with Children Check. Red Bend Catholic College is committed to child safety through the Marist Schools Australia Child Safeguarding Standards.

Please apply by email to **employment@redbendcc.nsw.edu.au**

## **Selection Criteria**

### **ESSENTIAL CRITERIA - The successful candidate will:**

- Have recognised Tertiary Educational Qualifications.
- Have a willingness to support the Catholic Ethos of the College, its Marist and Mercy Charism and the Vision of Red Bend Catholic College (please see [www.redbendcc.nsw.edu.au](http://www.redbendcc.nsw.edu.au))
- Have a passion for teaching the relevant subject area(s).
- Be able to demonstrate a willingness to work in a collaborative manner as part of the Faculty(ies).
- Have a preparedness to follow the College administrative practices and policies.
- Be able to demonstrate a commitment to ongoing professional development.
- Be a confident practitioner in a mixed ability classroom.

### **DESIRABLE CRITERIA - The successful candidate may also:**

- Be able to demonstrate a willingness to be involved in co curricula activities
- Be able to demonstrate a willingness to take sport in the timetable (once a week, two periods a week maximum).
- Have a Senior First Aid and CPR Certificate.

**Privacy**

Red Bend Catholic College, as part of the recruitment process, will be collecting information about you. This information will be included in the recruitment file, and will be read by Administration and Executive Staff, and members of the interviewing panel.

**Equal Employment Opportunity**

The College aims to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

# Teacher

## – POSITION DESCRIPTION

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| <b>Position Title:</b>       | Teacher  |
| <b>Reports to:</b>           | Principal through Faculty Coordinator  |
| <b>Location:</b>             | Red Bend Catholic College<br>College Road, Forbes  |
| <b>Enterprise Agreement:</b> | NSW Catholic Independent Schools (Teachers – Model C)<br>Multi-Enterprise Agreement 2020 |

### **ROLE ACCOUNTABILITY**

The primary focus of the Teacher is the education of the students.

The Teacher is responsible for creating a positive and disciplined learning environment:

- In the classroom
- In Co-curricular activities
- In interacting informally with students

They are responsible to the Principal through the Faculty Coordinator.

### **ROLE RESPONSIBILITY**

- Understanding and promoting the Marist and Catholic ethos of the College, participation in the liturgical life of the College, and modelling of appropriate standards of behaviour.
- Demonstrate knowledge, competence and confidence in the relevant subject discipline.
- Well prepared and varied lessons, which cater to the range of student abilities and interests.
- Demonstrating commitment to teacher professional development
- Conducting oneself in a professional and appropriate manner in the classroom and school environment, when representing the school and in a personal capacity.
- Carefully following the NESA Syllabus Documentation, preparing scope and sequence statements, programs and planning lessons according to this documentation.
- Keeping a record of their curriculum delivery (e.g. A teacher's chronicle / day book or similar) and having it available for perusal and discussion by the Faculty Coordinator, Director of Curriculum and Staff or Director Learning, Teaching and Compliance.
- Keeping registers for the classes taught up to date as well as evaluating units of work at their conclusion.
- Being conversant with any requirements for examinations and assessments.

- Recording and maintaining students' assessment levels during the course of the year and preparing reports on student's progress as required
- Student supervision, when and where required
- Support House Coordinators and the Leadership of the College in student management
- Maintaining a classroom environment conducive to learning.
- Attending briefing sessions, general staff meetings, Faculty and House meetings as required.
- Ensuring that any equipment used is pre-booked, cared for and returned in good order.

**The teacher as a professional with statutory duties as well as an employee with common law duties to their employer:**

A teacher must understand and comply with the statutory duties associated with their profession. In addition, a teacher employed by Red Bend Catholic College has various common law duties to their employer. To this end, the teacher should:

- Be familiar with the provisions of legislation relevant and applicable to their designated responsibilities.
- Comply with their duty as a mandatory reporter of children at risk of harm under Section 27 of the Children and Young Persons (Care and Protection) act 1997 (NSW)
- Comply with the Workplace Health and Safety Act 2011 including the obligation for employees to co-operate with employers in their efforts to comply with occupational health and safety requirements.
- Comply with reasonable directions given by a supervisor or Principal and adhere to guidelines concerning the performance of their duties.
- Perform their duties efficiently and effectively and with honesty, integrity, and fairness at all times; perform all their work with reasonable competence and skill.
- Render faithful service to their employer and not willfully damage their employer's interests.
- Use information gained in the course of employment only for proper and appropriate purposes.
- Comply with all College workplace policies, including, but not limited to, any Code of Professional Conduct for School employees or similar policies, as well as policies such as Bullying and Harassment policies and internet and email policies.
- Commit to the development of a climate and culture of the workplace aligned to the ethos of a Catholic school.
- Collaborate in the development of school plans, policies and programs as directed.
- Use system resources economically.

**Special Requirements**

The nature of this position is such that the Teacher may be required outside the "normal" office / college hours to support the College Executive in various forums and to attend meetings and presentations whenever necessary.

The Employer reserves the right to vary this position description in response to changing needs.