



# House Coordinator

***'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 primary focus of the House Coordinator is to promote student safety, well-being and the development of positive relationships. In addition to this, they are responsible for the administration and operation of the House and assist the Director of Students in the Management and Wellbeing of students.

## **The Benefits**

- A part of a vibrant, inclusive and thriving rural community.
- Competitive remuneration.
- Ongoing professional development and training.
- A safe, caring and supportive work environment.
- 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 Red Bend Catholic College 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](mailto:employment@redbendcc.nsw.edu.au)**

## **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.

## **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))
- Demonstrate effective leadership in school community.
- Demonstrate ability to work with Executive and colleagues to achieve vision, goals and strategies of the school and the faculty.
- Knowledge of contemporary educational issues and requirements.
- High level interpersonal skills including communication and conflict resolution skills.
- Effective staff supervision and mentoring.
- Demonstrated understanding of requirements of students wellbeing.
- A commitment to professional and personal development.

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

- Be able to demonstrate a willingness to be involved in co curricula activities
- Have a Senior First Aid and CPR Certificate.

# POSITION DESCRIPTION - HOUSE COORDINATOR

## ROLE RESPONSIBILITY

The primary focus of the House Coordinators is to promote student safety, well-being and the development of positive relationships. In addition to this, they are responsible for the administration and operation of the House and in so doing assist the Director of Students in the Management and Wellbeing of students. The House Coordinators are accountable to the Principal through the Director of Students.

## ROLE ACCOUNTABILITY

- Wholeheartedly support the Catholic identity and Marist charism of the College
- Create a climate of care and hospitality for all branches of the College family
- take a leading role in achieving the School's strategic goals for the wellbeing of students
- Develop partnerships to improve, maintain and promote emotional, social, physical and mental well being to support whole school approaches that encourage lifelong learning
- To work with teachers and support staff to report and collect data annually on students through the Nationally Consistent Collection of Data
- Organise student management procedures in line with a Restorative Practices approach within the House
- Provide feedback to staff as student management matters progress.
- Provides support for staff who may be encountering difficulties in the management of students.
- Monitor and respond to the overall behaviour, uniform and general appearance of the students within the House
- Monitor and respond to the attendance/punctuality of the students and check daily attendance records. Make contact with students/parents if absences are becoming frequent
- Organise House meetings of the students as required
- Oversee the semester reports for Pastoral Care of students
- Assist in the organisation of social activities and assist in their supervision
- Keep records of interviews and matters dealt with and upload these records to Synergetic.
- Chair meetings of teachers when required; ensure that minutes are taken and that they are circulated to staff of the particular House as well as to members of the Executive

- To encourage subject teachers, other staff and Pastoral care teachers in the maintenance of an effective working environment in the College
- To provide support for staff who may be encountering difficulties in the management of students
- Attend relate meetings and information sessions
- Makes contact with parents as required and in line with the College procedures.
- To hold meetings with parents as required when dealing with student matters
- To be aware of Child Safeguarding standards and their role as a Child Safeguarding Officer
- Implementation, support and evaluation of the Pastoral Care program
- Implementation and ongoing review of the Student Wellbeing Policy
- Modelling effective and proactive pastoral care of students that is characterised by:
  - A true demonstration of care for each student; and
  - A pastoral climate that is positive and safe informed by Catholic Social teaching
  - Ensure that College policy and practice are respectful of all people, and nurture respect for difference in all its forms
  - Ensure that student behaviour management is based on a restorative practices model.
  - Support the implementation of a high standard of student wellbeing in all facets of College life
- Investigate student matters as required
- Monitor and respond to Student Wellbeing data
- Build the capacity of pastoral care staff
- Ensuring that all pastoral care staff are aware of legal and statutory requirements
- Work with Faculty Coordinators to develop effective and consistent procedures for monitoring and reporting on student academic progress.

The position is classified as Coordinator 2 Allowance under the NSW Catholic Independent Schools (Teachers – Model C) Multi-Enterprise Agreement 2020.

This is in addition to a teaching classification dependent on experience.

### **SPECIAL REQUIREMENTS**

The nature of this position is such that the House Coordinators may be required outside the “normal” office / college hours to support the Principal, Deputy Principal and Director of Students in various forums and to attend meetings and presentations whenever necessary.

# Teacher

## – POSITION DESCRIPTION

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