



RED BEND CATHOLIC COLLEGE



EMPLOYMENT OPPORTUNITY

**Mathematics Teacher**

**Inspiring Minds, Hearts and Spirits**



### *Inspiring Minds, Hearts and 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.

Red Bend Catholic College is currently seeking a **Mathematics Teacher** to commence in Term 2 2024.

### How to apply

Applicants should download the application form and employment package at [www.redbendcc.nsw.edu.au/employment](http://www.redbendcc.nsw.edu.au/employment).

The application form should be accompanied by a cover letter addressed to the Principal and your professional resume. Please apply by email to [employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)

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

Applications close: **Wednesday 26 April 2024**

### The Benefits

- \* Be part of a vibrant, inclusive and thriving rural community
- \* Ongoing professional development and training
- \* State of the art teaching facilities providing a modern and technologically advanced learning environment for students
- \* A safe, caring and supportive work environment
- \* Competitive remuneration
- \* Salary packaging and novated leases available through preferred suppliers
- \* Employee Assistance Program (EAP) counselling service
- \* Access to the school's aquatic and gym facilities

### 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

Marist Schools Australia and Red Bend Catholic College aim to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.



# Red Bend Catholic College

## OUR MISSION

Red Bend Catholic College inspires an inclusive and engaging Catholic education in the Marist tradition, nurturing enlivened Christians who are audacious, resilient and ethically informed global citizens.

## OUR VISION

Red Bend Catholic College fosters educational excellence within a Christian environment. Through our Marist charism, we engage minds, hearts and spirits, inspiring our students to live well-rounded, ethical lives of respect, service and compassion. The College community invigorates critical thinking and interdependent learning in our students. Our students thrive in a safe environment which nurtures wellbeing and a sense of belonging. We promote Catholic

## COLLEGE PRIORITIES

- \* Enliven our Catholic Marist Identity through through the Religious Education program, Outreach activities and Faith Formation opportunities
- \* Lead and invigorate our newly developed Vision for Learning
- \* Build on the strengths of our Wellbeing and Pastoral Care program
- \* Continue to build partnerships and relationships in all sectors of our community.
- \* Awareness of the needs surrounding a growing school population
- \* Importance of highly developed Collective Efficacy as a staff team.
- \* Innovative approach to attracting, retaining and forming staff.

## COLLEGE GOVERNANCE

Marist Schools Australia Ltd oversees the Governance of the College. The Principal is directly responsible to the Regional Director who is in turn is responsible to the National Director. The Regional Director is supported and advised by the Regional Council which advises him on matters of planning and policy in MSA-governed schools. The Principal is also assisted by the College Advisory Council, the College Finance Advisory Committee, which reports to Marist School Australia and its finance sub-committee, and the Province Finance Commission.

The Principal leads and manages the school, with the support and advice of the College Executive.



## ROLE DESCRIPTION SECONDARY TEACHER

### INSTRUCTIONS

1. Read the Role Description carefully.
2. If you need anything clarified, please contact us on [employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)
3. Please note as the needs of the College evolve the Role Description may need to be revised which would be done in collaboration with the Principal.

### NAME

<b>ROLE TITLE</b>	Teacher	
<b>ACCOUNTABLE TO</b>	Principal through the Faculty Coordinator	
<b>DEPARTMENT</b>	Teaching	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b> Students Teaching and Support Staff	<b>EXTERNAL</b> Parents and Carers
<b>ROLE PURPOSE</b>	<p>The primary focus of the Teacher is the education of the students. The Teacher is responsible for creating a positive, caring and effective learning environment:</p> <ul style="list-style-type: none"> <li>● In the classroom and outside the classroom environment</li> <li>● In Co-curricular activities, excursions and mission activities</li> <li>● In interacting informally with students</li> </ul>	
<b>EXPECTED BEHAVIOURS AND ATTITUDES</b>	<ul style="list-style-type: none"> <li>● Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;</li> <li>● Actively supports a child safety culture, with a zero tolerance for child abuse;</li> <li>● Complies with: <ul style="list-style-type: none"> <li>▪ Marist Schools Australia Policy Statements.</li> <li>▪ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff</li> </ul> </li> <li>● Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;</li> <li>● Maintains a commitment to improve services and pursue excellence continuously</li> <li>● Seeks opportunities for professional development.</li> </ul>	

## KEY ROLE RESPONSIBILITIES

<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>● Demonstrate knowledge, competence and confidence in the relevant subject discipline.</li> <li>● Have well-prepared and varied lessons, which cater to the range of student abilities and interests.</li> <li>● Demonstrating commitment to teacher professional development</li> <li>● Conducting oneself in a professional and appropriate manner in the classroom and school environment when representing the school and in a personal capacity.</li> <li>● Being conversant with any requirements for examinations and assessments.</li> </ul>
<b>ACTIVELY SUPPORT COLLEGE OPERATIONS</b>	<ul style="list-style-type: none"> <li>● Compliance with all relevant legislative and regulatory obligations.</li> <li>● Completion of administrative and operational activities in alignment with College requirements.</li> <li>● A willingness to undertake tasks as requested by the Principal or their delegate.</li> <li>● Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.</li> </ul>
<b>DUTIES</b>	<ul style="list-style-type: none"> <li>● Carefully follow the NESA syllabus documentation, and prepare scope and sequence statements, programs, and planning lessons accordingly.</li> <li>● Keeping a record of 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 Learning, Teaching or Director of Curriculum. Keeping registers for the classes taught up to date as well as evaluating units of work at their conclusion. Recording and maintaining students' assessment levels during the course of the year and preparing reports on student's progress as required</li> <li>● Student supervision, when and where required</li> <li>● Support House Coordinators and the Leadership of the College in student management</li> <li>● Maintaining a classroom environment conducive to learning.</li> <li>● Attending briefing sessions, general staff meetings, Faculty and House meetings as required</li> <li>● Take an electronic attendance roll for each teaching lesson.</li> </ul>
<b>OTHER DUTIES</b>	<p>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:</p> <ul style="list-style-type: none"> <li>● Be familiar with the provisions of legislation relevant and applicable to their designated responsibilities.</li> <li>● 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)</li> <li>● Comply with the Workplace Health and Safety Act 2011, which includes the obligation for employees to cooperate with employers in their efforts to comply with occupational health and safety requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>● Comply with reasonable directions given by a supervisor or Principal and adhere to guidelines concerning the performance of their duties.</li> <li>● Perform their duties efficiently and effectively and with honesty, integrity and fairness at all times; and perform all their work with reasonable competence and skill.</li> <li>● Render faithful service to their employer and not wilfully damage their employer’s interests or reputation.</li> <li>● Use information gained in the course of employment only for proper and appropriate purposes.</li> <li>● Comply with all college workplace policies, including, but not limited to, any Code of Conduct, Privacy, and policies such as Bullying and Harassment policies and internet and email policies.</li> <li>● Commit to the development of a climate and culture of the workplace aligned with the ethos of a Catholic school.</li> <li>● Collaborate in the development of school plans, policies and programs as directed.</li> <li>● Use resources wisely and sustainably.</li> </ul>
<p><b>SPECIAL REQUIREMENTS</b></p>	<p>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.</p>
<p><b>PASTORAL CARE TEACHERS</b></p>	<p>Pastoral Care teachers have administrative and Pastoral Care responsibilities towards an assigned group of students. Students meet with their Pastoral care teachers regularly during the week. The duties of the Pastoral Care teacher include:</p> <ul style="list-style-type: none"> <li>● Pastoral Care Teachers are expected to work collaboratively with the House Coordinators and attend House Meetings as required.</li> <li>● The Pastoral Care teacher should take a special interest in the wellbeing and welfare of each student in the group. If any student has a concern, the teacher should counsel or refer as appropriate. Quite often, it may be necessary to consult the House Coordinator or the Director of Students. Where consultation with parents is required, this should be documented.</li> <li>● Checking absences of students via electronic roll each lesson and followup absences as required.</li> <li>● Presenting and circulating information to the Pastoral Care classes required.</li> <li>● Writing comments for Pastoral Care components of reports to parents.</li> <li>● Writing the Year 12 references</li> <li>● Communicate with parents as partners in education.</li> <li>● Checking students for general tidiness/appearance and the cleanliness of the classroom.</li> <li>● Weekly checking of students’ handbooks. Ensuring that students are writing into their handbooks their homework on a daily basis.</li> <li>● Pastoral Care teachers are required to monitor and sign Student Handbooks at least once per week.</li> <li>● Pastoral Care teachers are required to record the students Merits and/or Demerits from Students Handbooks.</li> </ul>

<b>CRITERIA</b>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Relevant tertiary qualification</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>● Highly developed interpersonal, written and verbal communications skills</li> <li>● Demonstrated capacity and skills and/or experience teaching in key learning area.</li> <li>● Capacity to integrate technology into effective classroom practice.</li> <li>● Capacity to plan and deliver engaging lessons that integrate the Quality Teaching model and maximise learning outcomes for students with diverse learning needs.</li> <li>● Demonstrated ability to work autonomously and collaboratively as part of a team</li> <li>● Able to problem solve and use initiative</li> <li>● Able to maintain strict confidentiality</li> </ul>
<b>STATUTORY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● Working with Children Check.</li> <li>● NESAs Teacher Accreditation</li> </ul>

<b>STATUS</b>	
<b>EBA</b>	NSW Catholic Independent Schools (Teachers-Model C) Multi-Enterprise Agreement 2020
<b>Classification</b>	Based on experience and years of service.
<b>FTE / Work Arrangement</b>	<ul style="list-style-type: none"> <li>● 1.0 Full-time equivalent</li> <li>● Days of work are Monday to Friday</li> <li>● Hours of work on site 8.30am to 3.45pm</li> <li>● Some work outside these hours will be required from time to time and this will be managed under the Enterprise Agreement</li> </ul>
<b>RD Version No./Date</b>	Version 1 06/02/2024