



**Catholic
Regional
College
Sydenham**
EST.1982



Pre-Employment Information

*Every Student
Every Pathway*



FROM THE PRINCIPAL

Dear Colleague,

Thank you for considering employment at Catholic Regional College Sydenham. We hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our school.

If you would like to join our Community and think you can make a positive contribution to the College, I would welcome your application.

Please forward your Resume including three (3) referees to:

Principal, Brendan J Watson OAM

jobs@crccs.vic.edu.au

For more information please contact our Deputy Principal, Cat Roberts at the College.

A SNAPSHOT OF OUR SCHOOL

Vision

Catholic Regional College Sydenham endeavors to teach, challenge and transform the world through a Eucharistic community. Recognising that every dream and aspiration must be nurtured, we afford dignity, respect, care and hospitality to foster the revelation of every person's place in the world. Our community maintains a zero tolerance approach to any actions or behaviours that are counter to seeing God in the faces of those we meet each day.

We have faith that each of us is enabled to seek the understanding and skills to realise a hope filled future.

Mission

The Catholic community of Catholic Regional College Sydenham nourishes each person's personal relationship with Christ through fostering a climate that allows for a free response to God's call to faith. Through explicitly teaching, living and celebrating our faith within a living Catholic tradition we build and sustain relationships based on Gospel values, that are life giving and empowering. In an environment that ensures the safety and well being of all in our community, we maintain a zero tolerance of any actions or behaviours counter to this Mission.

The culture and curriculum at the College inspires, enables and educates our community to become lifelong learners who are equipped to thrive in an ever-changing world. Through shared leadership informed by compassion, fairness and justice we engender an understanding of respect for the dignity of all in our community. As a Catholic community, we are committed to working in co-operation and collaboration with each other as well as our parish.



Position Description:

TEACHER

Position Title: Teacher
Classification: Teacher - Full Time
Reports to: Learning Area Convenor, Cluster Coordinator, College Leadership as required.

Position Description:

The role of the teacher at Catholic Regional College Sydenham is to be the primary facilitator through whom the College fulfils its mission of providing a Catholic secondary education for young men and women from varying socioeconomic and cultural backgrounds in the region. What teachers believe, know and do in partnership with students, colleagues, parents, the wider community and local Parishes, enables the College to provide for the spiritual, physical, intellectual, emotional, and social needs of students. In the context of the Mission Statement, policies and procedures of the College, teachers are accountable to the Principal for academic, pastoral, professional, developmental and administrative responsibilities.

Variations to classification and/or hours worked will be specified in the Letter of Appointment.

Role Specific Duties

Curriculum:

- Maintain knowledge of the curriculum they cover, which is;
- Current, comprehensive and correct to the depth required sufficient to ensure that appropriate learning materials can be selected or prepared, explained, and understood by students;
- Be skilled in the communication of information, explanations, justifications, expectations, directions and evaluations of students of varying ages and abilities;
- Know relevant curriculum documents and guidelines to apply them;
- Address students' varying intellectual, emotional and physical abilities in teaching practice;
- Identify individual learning needs and styles, and plan experiences that enable all students to achieve success
- Know and understand a range of learning methodologies and technologies and their application in the classroom;
- Collaborating in, and actively contributing to the writing of work programs in each subject specialisation;
- Designing lessons, semester guides and unit programs to guide teaching in such a way as to clarify the broad intentions of any unit;
- Outlining the context in any unit; setting out what is expected of the student in terms of work; establishing how students are to be assessed and according to what criteria;
- Participating in cross-marking and/or other moderation procedures as determined by each faculty;
- Providing for students to learn both independently and collaboratively;
- Organising and conducting excursions or other activities either within or outside the classroom designed to enhance the teaching & learning process; and
- Facilitating the development of higher order thinking skills in students.

Behaviour Management:

- Establish positive and effective relationships with students and encourage in them a positive and appropriate sense of self-worth;
- Establish and maintain an orderly, cooperative and task oriented learning environment;
- Have the ability to manage classroom behavior so that the learning and teaching process occurs with minimum disruption;
- Accept responsibility for creating and maintain an atmosphere of mutual respect amongst students and teachers;
- Provide opportunities for student to develop self-discipline, self-direction and responsibilities to others;
- Arrange the learning space to suit the learning activity and ensure necessary equipment and facilities are accessible, available and in readiness for planned activities;
- Set and adhere to timeline for completion of work;
- Make all reasonable efforts to manage the behaviour of students effectively with the directions of CRC policies and procedures;
- Negotiate and implement effective consequences and strategies to assist students who interfere with teaching and learning;
- Respond appropriately to student misbehaviour with calmness, respect and avoiding recourse to aggressive behaviour and identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions;
- Follow up matters related to behaviour and classroom learning where necessary contacting parents and other staff if required; and
- Be guided by principles of justice and compassion in dealing with students.

Assessment & Reporting:

- Maintain accurate and comprehensive records of student progress and achievement;
- Use varied assessment and reporting methods to regularly monitor learning progress;
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students;
- Provide students with both positive and critical feedback on performance that reinforces student achievement and focuses on further learning; and
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

Professional Duties

- Comply with administrative tasks accurately, according to necessary administrative deadlines and maintain accurate records;
- Be familiar with and fulfill the duties of a Tutor Teacher, Subject Teacher and Classroom Teacher;
- Meet and teach students at designated location and times, and model high standards of punctuality, dress code, language and other standards and expectation in the College;
- Encourage in students an understanding of and support for the religious practices and values of the College, teaching them as necessary;
- Be able to accept criticism constructively and solicit critical evaluation of various aspects of role performance from time to time;
- Be willing to assist trainee teachers;
- Follow up on parent requests for information and feedback about students;
- Deal with peers in a professional manner;
- Work as a member of a team;
- Work consciously to eliminate prejudices related to race religion, age, gender, political affiliation, family and the like;
- Be punctual in the performance of all duties;
- Take an active interest in the general life of the College;
- Treat and encourage others to treat College property with care and take personal responsibility for cleanliness of classrooms;
- Adopt professional standards of conduct and language; and
- Support both the curricular and extra-curricular program of the College through active involvement in committees, student and staff activities, parent evenings, planning, evaluation and implementation within the context of the College Mission and relevant industrial awards and agreements.

Professional Engagement & Development

- Ensure all First Aid Training is up to date at all times during employment;
- Attend all scheduled meetings as required;
- Attend all school assemblies and Masses as required;
- Attend school organised activities relevant to cluster or faculty, as required;
- Have current knowledge of new initiatives in your field of work;
- Commit to ongoing professional development in your field of work;
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan;
- Continue development of ICT skills as technologies evolve;
- Participate in the staff appraisal process;
- Be an active member of a relevant professional association as duties permit;
- Support collegial learning by acting as a mentor or supervising and supporting the development and ongoing improvement of colleagues;
- Hold a current Working with Children card or VIT registration;
- Ensure VIT registration is maintained as required;
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures; and
- Abide by the College OH&S policies and procedures.

Commitment to Child Safety

- Provide students with a child-safe environment;
- 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;
- Be familiar with legal obligations relating to child safety (e.g. Mandatory reporting);
- Proactively monitor and support student wellbeing;
- Exercise pastoral care in a manner which reflects school values;
- Implement strategies which promote a healthy and positive learning environment;
- Maintain currency of First Aid, mandatory reporting and anaphylaxis training; and
- Demonstrate duty of care to students as required.

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission;
- A demonstrated understanding of the Church's teachings and the mission of the Church;
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ;
- A capacity to integrate the Church's teachings into all possible aspects of work duties; and
- Attend school liturgical celebrations.

Occupational Health & Safety

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures;
- Abide by the College OH&S policies and procedures;
- Abide by the College dress code; and
- Use personal protective equipment where duties recommend or require it.

Professional Conduct & Practice

- Work effectively as part of a team;
- Maintain good oral and written communication skills, including ability to communicate with children, parents and the school community;
- Maintain and consistently demonstrate an understanding of appropriate behaviours when engaging with children, colleagues and the wider community;
- Actively participate in opportunities to develop and enhance leadership qualities;
- Monitor and manage personal motivation, hygiene, professional engagement and general wellbeing;
- Willingly seek to understand and accept policy directives; and
- Willingly engage in any other duties as requested by the Principal or delegate(s).

 Catholic Regional College Sydenham  @sydenhamcrc

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