

# Role Description



## Riverview Casual Teacher

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| DEPARTMENT/FACULTY        | Teaching Faculty                                                           |
| REPORTS TO                | Principal via Head of Faculty                                              |
| LOCATION                  | Senior / Regis Campus                                                      |
| INDUSTRIAL INSTRUMENT     | Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 |
| CLASSIFICATION/GRADE/BAND | Casual Teacher 1, 2 or 3                                                   |

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

*St Ignatius' College acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live and educate. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.*

### ROLE PURPOSE

As a member of the casual team each Teacher is directly responsible to the Head of Academic Operations.

The role of a Riverview Casual Teacher is to provide excellence in teaching and learning through a challenging and inclusive curriculum.

### ROLE RESPONSIBILITIES

#### Professional knowledge

- Be conversant with the relevant teaching discipline and syllabus in its updated version.
- Develop courses in harmony with the values and the educational purposes of the school and faculty, and in co-operation with fellow teachers.
- Conduct lessons logically in accordance with lesson plans and learning programs and meets the specific needs of Riverview students.
- In consultation with the Head of Faculty, plan a consistent, coherent and relevant learning program which fosters a purposeful progression in learning, and meets the specific needs of Riverview students.
- Consider the students' own experience to be a fundamental and especially valuable resource.
- Use a variety of teaching strategies, recognising that students learn in a variety of ways.
- Embrace the use of Information and Communication Technology (ICT) and its application in classroom learning.
- Develop differentiated teaching and learning strategies to meet the needs of students across the full range of abilities.
- Maintain effective communication with the centre for learning enrichment and parents regarding special learning needs of individual students.
- Enable students to make good use of the resources available within the school and the community.
- Engage with the regulations and communications of NESA and other regulatory bodies.

#### Professional practice

- Actively engage with students in the planning and learning process, perceiving that learning is an active and collaborative venture, both between the teacher and students and the students themselves.
- Where possible and appropriate, negotiate with students, giving them the opportunity to make choices and decisions, to take risks and to set their own goals and evaluate their own outcomes.

- Create a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported.
- Share explicitly with students a code of conduct which enables students to work productively in a fair environment.
- Use effective communication strategies to support student understanding, participation and engagement
- Ensure good classroom management.
- Ensure class rolls and attendance are strictly monitored.
- Maintain a clean, tidy and healthy classroom and is aware of emergency procedures for students' safety, and specific safety procedures related to the subject or activities taught.
- Ensure student well-being and safety within school and where there is a perceived danger to a student, communicates confidentially with the Deputy Principal Students, the Dean of Pastoral Care or a member of the Executive Team.
- Provide timely and appropriate feedback to students about their progress.
- Encourage students to reflect on their work and the process they have gone through to achieve it.

### Professional engagement

- Be prepared to work in a collaborative environment to share, develop and evaluate teaching resources with a faculty team.
- Is prepared to work across various faculties should they be required
- Keep abreast of current developments in educational thinking, curricula and teaching practice.
- Attend relevant professional development training and reports to the Head of Academic Operations.
- Contribute to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team.
- Support fellow staff professionally in all areas of school life.
- Seek advice from, works co-operatively with, and/or refers students to, specialist staff where appropriate.
- Maintain professional confidentiality on information about students.
- Communicate with students, fellow staff and parents in a respectful, clear, caring and professional way.
- Attend and participates wherever possible in all faculty and general staff meetings.
- Attend all lessons (unless prior arrangements have been made) and is punctual.
- Dress appropriately for a professional educator.
- Demonstrate at all times a support of school rules in dealing with students.
- Adhere to the specific requirements of the appropriate section of the school or faculty within it.
- Can be relied upon to carry out supervisory duties as required, including active grounds duty and exam supervision.

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### SELECTION CRITERIA

- Excellent communication skills, including both verbal and written
- Hold the appropriate teaching qualifications
- Be accredited with the NSW Education Standards Authority (NESA) to be eligible to teach in NSW
- Have the skills to deliver lessons that stimulate and engage students of all academic abilities
- Demonstrate the ability to work collaboratively with colleagues and parents
- Demonstrate a commitment to continuous improvement and professional learning

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### THE COLLEGE

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Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

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As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.

- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

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## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

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## WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.