



RED BEND CATHOLIC COLLEGE



EMPLOYMENT OPPORTUNITY

English 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.

We are currently seeking a full-time English Teacher. The successful applicant will be committed to inspiring young minds and contributing to a vibrant learning community.

How to apply

Applicants will apply through Red Bend Catholic College's Recruitment Portal.

To be considered, applicants will include: a cover letter addressed to the Principal, an up-to-date resume/CV, the completed application questions.

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.

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 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.

The Benefits

- * Be part of a vibrant, inclusive and thriving rural community
- * Ongoing professional development and training
- * A safe, caring and supportive work environment
- * Competitive remuneration
- * Relocation Incentives may be available
- * Salary packaging and novated leases available through preferred suppliers
- * Employee Assistance Program (EAP) counselling service
- * Access to the school's aquatic and gym facilities



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 values through our family atmosphere and community partnerships, where Jesus Christ is known and loved.

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.



POSITION	
ROLE TITLE	Teacher
DEPARTMENT	Teaching
REPORTS TO	Principal through the Faculty Coordinator
CLASSIFICATION	Graduate 1-2 / Proficient 1-5
POSITION STATUS	Temporary / Permanent / Contract
PRIMARY PURPOSE OF THE ROLE	<p>The primary focus of the Teacher is the education of the students. The Teacher is responsible for creating a positive and disciplined learning environment:</p> <ul style="list-style-type: none"> ● In the classroom ● In Co-curricular activities ● In interacting informally with students
AREAS OF DELIVERY	<ul style="list-style-type: none"> ● All Faculties and Key Learning Areas ● Pastoral Care ● Sport and Extra-Curricula
SPECIAL REQUIREMENTS	<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. The Employer reserves the right to vary this position description in response to changing needs.</p>
EXPECTED BEHAVIOURS AND ATTITUDES	<ul style="list-style-type: none"> ● Actively supports a child safeguarding culture to the highest standards ● Complies with: <ul style="list-style-type: none"> ○ Marist Schools Australia Policy Statements. ○ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff ● Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; ● Maintains a commitment to improve services and pursue excellence continuously ● Seeks opportunities for professional development.

KEY ROLE RESPONSIBILITIES	
AS A LEADER OF THE CATHOLIC COMMUNITY, THE TEACHER IDENTITY WILL:	<ul style="list-style-type: none"> ● Actively works to promote the mission and life of the Catholic Church ● Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. ● Give personal witness to Gospel values through word and action. ● Promote the philosophy and goals of Catholic education and practice in the Marist tradition. ● Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. ● Have a pastoral concern for individual students and staff.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> ● 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 Board of Studies 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 Co-ordinator, Director of Curriculum or Director of Teaching and Learning. ● 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 ● Ensuring that any equipment used is pre-booked, cared for and returned in good order. <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"> ● 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 reasonable directions given by a Faculty Coordinator, member of the Executive 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 wilfully 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 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.

Teachers with Pastoral Care Classes

These 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:

- i) Pastoral Care Teachers are expected to work collaboratively with the House Coordinators and attend House Meetings as required.
- ii) Taking a special interest in the welfare of each student in the group. If any student has a problem the teacher should counsel as appropriate. Quite often it may be necessary to consult the House Coordinator or the Assistant Principal. Where consultation with parents is required this should be documented.
- iii) Checking absences of students. A note should be made of all unexplained absences so that there will be 'follow-up'.
- iv) Circulating in the group the necessary administrative communications such as parents' circulars, raffle books, etc.
- v) Writing the first draft of a reference when students require them. This is normally written on the 'Application for Reference' form which the student obtains from the school office.
- vi) Assisting the House Coordinators with comments on students' report forms and to meet parents when possible.
- vii) Checking students for general tidiness/appearance of students and the cleanliness of the classroom.
- viii) Weekly checking and signing of students' handbooks. Ensuring that students are writing into their handbooks their homework on a daily basis. Liaise with the House Coordinator if a student continues to not use the handbook appropriately.
- ix) Pastoral Care teachers are required to monitor and sign Student Handbooks at least once per week.
- x) Pastoral Care teachers are required to record the students Merits and/or Demerits from Students Handbooks at least once per week.

SYSTEM ADMINISTRATION	<ul style="list-style-type: none"> ● Ensure compliance with all Red Bend Catholic College systems including <ul style="list-style-type: none"> ○ Synergetic ○ Seqta ○ Consent to Go ○ ESS ○ IDEAGEN 	
ORGANISATION AND OPERATIONS	<ul style="list-style-type: none"> ● Ensure compliance with the WHS Act 2011 and its regulations including: <ul style="list-style-type: none"> ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Faculty Coordinator within reporting guidelines. ○ Wear protective clothing or use equipment in the manner intended (where required). ○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers). ○ Ensure that all students, staff, contractors and volunteers under the direction and control receive adequate instruction for the safe and efficient performance of their role and duties. ○ Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to the relevant Faculty Coordinator, Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Faculty Coordinator or Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities. ● Participate fully in the prompt investigation of all serious and potentially serious incidents and accidents which result in, or could have resulted in either injury to persons or damage to property or Human Resource implications so that remedial action may be initiated. ● Work Cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required. ● Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals. ● 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 where relevant. ● Undertake all other duties as directed in line with the employees skill, competence and training. 	
KEY RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> ● Teaching and Support Staff ● Students 	EXTERNAL <ul style="list-style-type: none"> ● Parents ● NESA ● Marist Schools Australia



PERSON SPECIFICATIONS	
QUALIFICATIONS	<p>ESSENTIAL</p> <ul style="list-style-type: none"> ● Relevant Tertiary Qualifications ● NESA Accreditation (Provisional / Conditional) ● Working with Children Check <p>DESIRABLE</p> <ul style="list-style-type: none"> ● NESA Accreditation (Proficient)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ● A commitment to Catholic education and a desire to enliven the Marist tradition of the College. ● An active member of a Catholic Eucharistic community. ● Ability to maintain ethical standards, demonstrating respect, confidentiality and uphold the values of Red Bend Catholic College ● Highly developed interpersonal, written and verbal communication skills ● Demonstrated capacity and skills and/or experience teaching in key learning areas ● Capacity to integrate technology into effective classroom practice ● Capacity to plan and deliver engaging lessons that integrate the Quality Teaching Model and maximise learning outcomes for students with diverse learning needs ● Demonstrated ability to work autonomously and collaboratively as part of a team ● Able to problem solve and use initiative ● Able to maintain strict confidentiality
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ● Registration with NESA ● Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	<ul style="list-style-type: none"> ● NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability