



RED BEND CATHOLIC COLLEGE



EMPLOYMENT OPPORTUNITY

Director Curriculum

Inspiring Minds, Hearts and Spirits



## RED BEND CATHOLIC COLLEGE

### Inspiring Minds, Hearts and Spirits

Red Bend Catholic College Forbes, located in a peaceful rural setting with state-of-the-art facilities, is seeking a dynamic and passionate Director of Curriculum 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 Director of Curriculum to join our Executive Team in a Leadership position.

This position will be an exceptional educational leader with a passion for Teaching and will lead and implement the delivery of the NESA Curriculum, ensuring all syllabus, assessments, provisions and reporting are met. This includes curriculum renewal and evaluation to meet the diverse learning needs and academic excellence for all students from Years 7-12.

### THE BENEFITS

- Highly sought after leadership position
- Be part of a vibrant, inclusive and thriving regional community
- Ongoing professional development and training
- Competitive remuneration
- Relocation incentives available
- Salary packaging and novated leases
- available through preferred suppliers
- Employee Assistance Program (EAP) Counselling services

### HOW TO APPLY

Applicants will apply through Red Bend Catholic College's Recruitment Portal on [www.redbendcc.nsw.edu.au](http://www.redbendcc.nsw.edu.au).

To be considered, applicants will include:

- ☐ Cover letter
- ☐ Up-to-date resume/CV
- ☐ 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.

**Applications close: Sunday 23 August 2026**

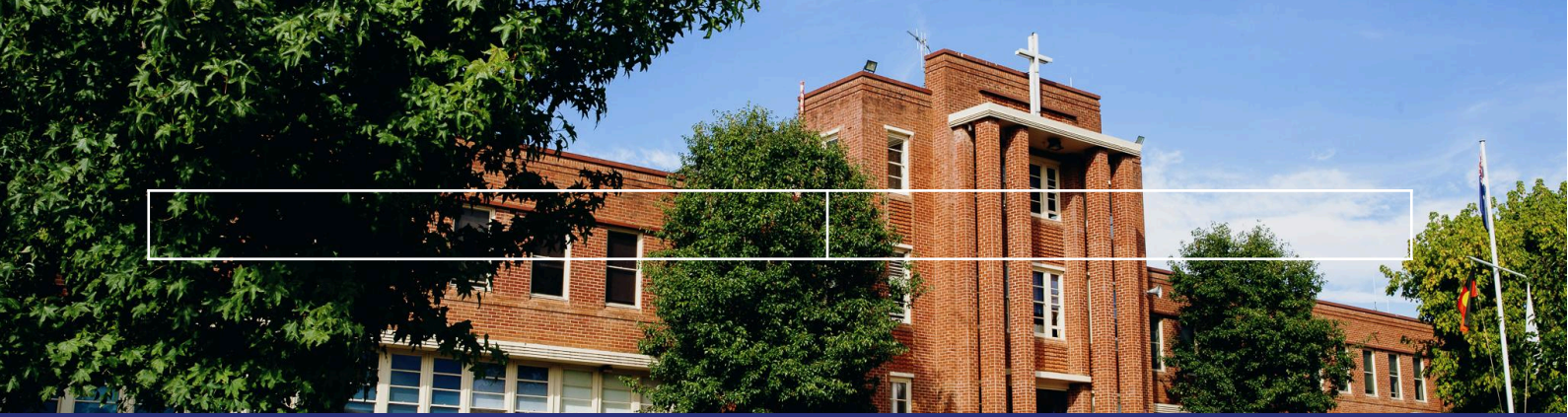
### PRIVACY

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.





# 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 the Religious Education program, Outreach activities and Faith Formation opportunities
- Lead and invigorate our 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, 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: DIRECTOR CURRICULUM

| POSITION                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| ROLE TITLE                  | Director Curriculum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| REPORTS TO                  | Principal through the Deputy Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| DIRECT REPORTS              | Diverse Learning, Administration Coordinator, Careers/VET Advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| ENTERPRISE AGREEMENT        | NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CLASSIFICATION              | Temporary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| EMPLOYMENT STATUS           | Full-time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| ALLOWANCES                  | Coordinator: Level 3 Allowance in accordance with the NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023 and Marist Schools Australia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PRIMARY PURPOSE OF THE ROLE | <p>The Director of Curriculum leads and implements the delivery of the NESA curriculum ensuring all syllabus, assessment and reporting requirements are met. This includes curriculum renewal and evaluation to meet the diverse learning needs and academic excellence for all students.</p> <p>The Director of Curriculum has a strong commitment to education and ensures quality teaching and learning is a focus for all staff and students. This role fosters an exceptional and thriving learning community and provides strategic direction and leadership to a large and vibrant College Community.</p> <p>The Director of Curriculum will report to the Principal and be a member of the College Executive team. He/she will work collaboratively with the Curriculum Team, the Faculty Coordinators and the librarian, ensuring all curriculum requirements are met. The Director of Curriculum is responsible for leading, managing, supporting, organising and implementing curriculum and timetable related matters across Years 7-12.</p> <p>The Director of Curriculum will be an exceptional educational leader with a passion for learning, teaching and organization. He/she will have experience of leadership as well as appropriate qualifications, be an excellent communicator and team player with strong interpersonal skills and a breadth of experience in computer technology usage.</p> <p>The Director of Curriculum is a member of the College Executive. Central to this role is to support the Executive Team in fostering excellence in teaching and learning as commensurate to the College's Vision for Learning - Inspiring Minds, Hearts and Spirits.</p> |

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| <b>SPECIAL REQUIREMENTS</b>              | <p>The nature of this position is such that the Faculty Coordinator will 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>The Employer reserves the right to vary this position description in response to changing needs.</p>                                                                                                                                                                                                                                                                                                                                                                        |
| <b>EXPECTED BEHAVIOURS AND ATTITUDES</b> | <ul style="list-style-type: none"> <li>• Actively supports a child safeguarding culture to the highest standards</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> <li>• Active participation in the co-curricular life of the College.</li> </ul> |

| KEY ROLE RESPONSIBILITIES                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| <b>A MEMBER OF THE EXECUTIVE IN THE CATHOLIC COMMUNITY WILL:</b> | <ul style="list-style-type: none"> <li>• Actively works to promote the mission and life of the Catholic Church</li> <li>• Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College.</li> <li>• Give personal witness to Gospel values through word and action.</li> <li>• Promote the philosophy and goals of Catholic education and practice in the Marist tradition.</li> <li>• Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College.</li> <li>• Have a pastoral concern for individual students and staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>DUTIES AND RESONSIBILITIES</b>                                | <ul style="list-style-type: none"> <li>• Lead education, curriculum development, learning theory and practice.</li> <li>• High level communication with parents, staff and students about the College’s Mission and Vision, Strategic Directions, Vision for Learning and achievements in teaching and learning.</li> <li>• Lead, develop, implement and evaluate structures, policies, processes and systems to enable the College to bring to life its vision and strategic directions and to continually imagine new realities.</li> <li>• Liaise regularly with the Director of Learning and Teaching on all matters pertaining to the curriculum of the College.</li> <li>• Lead in collaboration with the Director of Learning and Teaching in the work of the Faculty Coordinators within the College in particular the management of timetabling and classes, course administration and teacher placement.</li> <li>• Collaborate with the College Executive in the development, execution and evaluation of Annual Improvement Plans (AIPS) and associated strategic projects.</li> <li>• Lead curriculum innovation and change ensuring all courses are taught as</li> </ul> |

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|  | <p>per NESA syllabus requirements.</p> <ul style="list-style-type: none"> <li>● Lead staff in the development of assessment practices in line with NESA requirements.</li> <li>● Ensure appropriate documentation and information is accessible for all staff.</li> <li>● Liaise regularly with the Director of Learning and Teaching on all matters pertaining to the curriculum of the College.</li> <li>● Review the Curriculum regularly and formulate future planning in consultation with staff.</li> <li>● Lead the development and generation of <ul style="list-style-type: none"> <li>○ Placement of students and new students into classes.</li> <li>○ Placement of year 7 students classes.</li> <li>○ Updating class lists.</li> <li>○ Printing of Semester Reports.</li> <li>○ Student records: personal information, records of grades, courses studied in the school administration system and other external databases.</li> </ul> </li> <li>● Lead and collaborate with the Director of Learning and Teaching regarding NESA compliance.</li> <li>● Responsibility for leading ongoing improvement in student outcomes.</li> <li>● Coordinate the schedules of assessment in Years 7 to Year 12 courses.</li> <li>● Implement procedures to ensure that the recording and reporting of student academic progress is adequately and appropriately completed.</li> <li>● Organise Parent-Teacher interviews for Year 7 - 12 students each semester.</li> <li>● Organise and facilitate Curriculum Information sessions for students and parents/carers.</li> <li>● Organise the mid-year and end-of-the-year academic awards.</li> <li>● Be responsible for the production of ATAR estimates.</li> <li>● Create and coordinate the production of the College Timetable Years 7-12.</li> <li>● Liaise with NESA on administrative matters.</li> <li>● Coordinate the HSC Marking application process.</li> <li>● Collaborate with the Careers Adviser on matters concerning students.</li> <li>● Collaborate with the Diverse Learning Coordinator to meet the learning needs of all students.</li> <li>● Liaise with the Deputy Principal and Director of Students on a regular basis to coordinate the pastoral and academic spheres of College life.</li> <li>● Manage educational excursions and incursions.</li> <li>● Assist with the planning and leadership of staff meetings and staff professional learning days.</li> <li>● Collaborate with Faculty Coordinators to ensure that booklists are appropriately developed to meet the needs of the curriculum.</li> <li>● Collaborate with and support the Administration Coordinator in organising 'subs' for teacher relief, exam timetables and supervision, yard duty rosters, Coordination of Excursions and Incursions and meeting schedules.</li> <li>● Contribute regularly to College Newsletter and Publications.</li> <li>● Lead in collaboration with House and Faculty Coordinators the process of subject selection at all levels.</li> <li>● Coordinate and approve course changes for students.</li> <li>● Coordinate Disability Provisions and Illness and Misadventure provisions for exams</li> <li>● Manage the curriculum requirements of Student Attendance Exemptions</li> </ul> |
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|                                    | <ul style="list-style-type: none"> <li>● Counsel individual students on programs of study when required.</li> <li>● Manage student assessment appeals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SYSTEM ADMINISTRATION</b>       | <p>Ensure compliance with all Red Bend Catholic College systems including</p> <ul style="list-style-type: none"> <li>● Synergetic</li> <li>● Seqta</li> <li>● Consent2Go</li> <li>● ESS</li> <li>● IDEAGEN</li> <li>● Google</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ORGANISATION AND OPERATIONS</b> | <ul style="list-style-type: none"> <li>● Ensure compliance with the WHS Act 2011 and its regulations including: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Wear protective clothing or use equipment in the manner intended (where required).</li> <li>○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers).</li> <li>○ 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.</li> <li>○ 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.</li> <li>○ Cooperate with the Faculty Coordinator or Compliance Coordinator in the measures taken to ensure Work Health and Safety.</li> </ul> </li> <li>● Compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities.</li> <li>● 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.</li> <li>● Work Cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required.</li> <li>● Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals.</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 where relevant.</li> <li>● Undertake all other duties as directed in line with the employees skill, competence and training.</li> </ul> |



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| <b>KEY RELATIONSHIPS</b> | <b>INTERNAL</b> <ul style="list-style-type: none"> <li>Teaching and Support Staff</li> <li>Students</li> </ul> | <b>EXTERNAL</b> <ul style="list-style-type: none"> <li>Parents</li> <li>NESA</li> <li>Marist Schools Australia</li> </ul> |
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| PERSON SPECIFICATIONS                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>QUALIFICATIONS, SKILLS AND ABILITIES</b> | <b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>Relevant Tertiary Qualifications</li> <li>A commitment to Catholic education and a desire to enliven the Marist tradition of the College.</li> <li>An active member of a Catholic Eucharistic community.</li> <li>Post-graduate qualification in curriculum/pedagogy or educational leadership preferred and a commitment to ongoing personal and professional learning.</li> <li>The ability to facilitate effective change and develop high quality policies and procedures to support initiatives.</li> <li>Effective management and organisational skills and administrative experience.</li> <li>Excellent interpersonal and facilitation skills, including collaborative planning, communication, negotiation and conflict resolution skills.</li> <li>A commitment to personal and professional development and a willingness to undertake relevant postgraduate studies</li> <li>Effectiveness of following through with initiatives</li> <li>A capacity to motivate, enthuse and lead staff in fulfilling their duties.</li> <li>Ability to maintain ethical standards, demonstrating respect, confidentiality and uphold the values of Red Bend Catholic College</li> <li>Strong understanding of curriculum and educational standards</li> <li>Applicants must meet or be working towards the criteria for Accreditation to 'Work and Teach' in a MSA school. (Category C level)</li> </ul><br><b>DESIRABLE</b> <ul style="list-style-type: none"> <li>Middle Leadership experience</li> <li>Experience in Tinetabler, SEQT and Synergetic is desirable</li> </ul> |
| <b>STATUTORY REQUIREMENTS</b>               | <ul style="list-style-type: none"> <li>NSW Working with Children Check</li> <li>NESA Teacher Accreditation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>AUTHORITY AND ACCOUNTABILITY</b>         | Worker Level Authority and Accountability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## ROLE DESCRIPTION: TEACHER

| POSITION                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| ROLE TITLE                        | Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| DEPARTMENT                        | Teaching                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| REPORTS TO                        | Principal through the Faculty Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| DIRECT REPORTS                    | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| CLASSIFICATION                    | Graduate 1-2, Proficient 1-5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| POSITION STATUS                   | Permanent / Temporary Fixed Term Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| ALLOWANCES                        | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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"> <li>• In the classroom</li> <li>• In Co-curricular activities</li> <li>• In interacting informally with students</li> </ul>                                                                                                                                                                                                                                                                                                                        |
| AREAS OF DELIVERY                 | <ul style="list-style-type: none"> <li>• All Faculties and Key Learning Areas</li> <li>• Pastoral Care</li> <li>• Sport and Extra-Curricula</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 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.</p> <p>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"> <li>• Actively supports a child safeguarding culture to the highest standards</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                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>A TEACHER IN THE CATHOLIC COMMUNITY WILL:</b> | <ul style="list-style-type: none"> <li>• Actively works to promote the mission and life of the Catholic Church</li> <li>• Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College.</li> <li>• Give personal witness to Gospel values through word and action.</li> <li>• Promote the philosophy and goals of Catholic education and practice in the Marist tradition.</li> <li>• Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College.</li> <li>• Have a pastoral concern for individual students and staff.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DUTIES AND RESPONSIBILITIES</b>               | <ul style="list-style-type: none"> <li>• Demonstrate knowledge, competence and confidence in the relevant subject discipline.</li> <li>• 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>• Carefully following the Board of Studies Syllabus Documentation, preparing scope and sequence statements, programs and planning lessons according to this documentation.</li> <li>• Keeping a record of their curriculum delivery (e.g. A teacher's chronicle / daybook or similar) and having it available for perusal and discussion by the Faculty Co-ordinator, Director of Curriculum or Director of Teaching and Learning.</li> <li>• Keeping registers for the classes taught up to date as well as evaluating units of work at their conclusion.</li> <li>• Being conversant with any requirements for examinations and assessments.</li> <li>• Recording and maintaining students' assessment levels during 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</li> <li>• Ensuring that any equipment used is pre-booked, cared for and returned in good order.</li> </ul> <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</p> |

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 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 always; 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***

Pastoral Care teachers have administrative and wellbeing responsibilities for an assigned group of students. Pastoral Care time is scheduled five mornings a week and is 15 minutes in duration. These responsibilities include:

- Work collaboratively with the House Coordinators and attend House Meetings as required.
- Prioritise student wellbeing, getting to know students in our Marist way and referring concerns to the House Coordinator.
- Mark rolls accurately and assists with absence follow up.
- Write Pastoral Care comments and Year 12 references.
- Communicate with parents as partners in education.
- Check and sign student handbooks weekly, ensuring homework is recorded.
- Lead and role model prayer for the Pastoral Care class.
- Share notices, allowing students to check their email and other relevant information
- Actively supervise Assemblies.
- Follow up SEQTA records, PULSE referrals and check and record compliance with College policies: record and resolve uniform issues,



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|  | <p>punctuality and device use.</p> <ul style="list-style-type: none"> <li>● Conduct weekly Pulse check-ins</li> <li>● Deliver scheduled activities as per the PC Schedule</li> </ul> <p>Additionally, Pastoral Care Group teachers are also responsible for their Pastoral Care during an Extended Pastoral Care session on Wednesday for 45 minutes. There will be a maximum of 5 extended Pastoral Care times a term. These extended Pastoral Care times may include:</p> <ul style="list-style-type: none"> <li>● House meetings/assemblies</li> <li>● Guest speakers</li> <li>● Activities set by the House Coordinator</li> <li>● Goal Setting</li> <li>● House Activities</li> <li>● Sports carnival registration</li> <li>● Wellbeing sessions</li> </ul> <p>It is the responsibility of the Pastoral Care Teacher to inform students of the upcoming Extended Pastoral Care period activity and location.</p> |
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| <b>SYSTEM ADMINISTRATION</b>       | <ul style="list-style-type: none"> <li>● Ensure compliance with all Red Bend Catholic College systems including <ul style="list-style-type: none"> <li>○ Synergetic</li> <li>○ Seqta</li> <li>○ Consent to Go</li> <li>○ ESS</li> <li>○ IDEAGEN</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>ORGANISATION AND OPERATIONS</b> | <ul style="list-style-type: none"> <li>● Ensure compliance with the WHS Act 2011 and its regulations including: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Wear protective clothing or use equipment in the manner intended (where required).</li> <li>○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers).</li> <li>○ 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.</li> <li>○ 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.</li> <li>○ Cooperate with the Faculty Coordinator or Compliance Coordinator in the measures taken to ensure Work Health and Safety.</li> </ul> </li> <li>● Compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Work Cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required.</li> <li>• Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals.</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 where relevant.</li> <li>• Undertake all other duties as directed in line with the employee's skill, competence and training.</li> </ul> |
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| <b>KEY RELATIONSHIPS</b> | <b>INTERNAL</b> <ul style="list-style-type: none"> <li>• Teaching and Support Staff</li> <li>• Students</li> </ul> | <b>EXTERNAL</b> <ul style="list-style-type: none"> <li>• Parents</li> <li>• NESA</li> <li>• Marist Schools Australia</li> </ul> |
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| PERSON SPECIFICATIONS       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>QUALIFICATIONS</b>       | <b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>• A commitment to Catholic education and a desire to enliven the Marist tradition of the College.</li> <li>• Meets or willingness to meet the requirements of the Marist Schools Australia Staff Accreditation to Work and Teach policy</li> <li>• Tertiary Qualifications - Teacher Relevant Tertiary Qualifications</li> <li>• NESA Accreditation (Conditional / Provisional)</li> <li>• Strong understanding of curriculum and educational standards</li> <li>• Demonstrated high-level communication skills</li> <li>• Demonstrate high-level organisational skills</li> </ul><br><b>DESIRABLE</b> <ul style="list-style-type: none"> <li>• NESA Accreditation (Proficient)</li> </ul>                                                                                                                                            |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• A commitment to Catholic education and a desire to enliven the Marist tradition of the College.</li> <li>• An active member of a Catholic Eucharistic community.</li> <li>• Ability to maintain ethical standards, demonstrating respect, confidentiality and uphold the values of Red Bend Catholic College</li> <li>• Highly developed interpersonal, written and verbal communication skills</li> <li>• Demonstrated capacity and skills and/or experience teaching in key learning areas</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</li> </ul> |

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|                                     | <ul style="list-style-type: none"><li>a team</li><li>• Able to problem solve and use initiative</li><li>• Able to maintain strict confidentiality</li></ul> |
| <b>OTHER REQUIREMENTS</b>           | <ul style="list-style-type: none"><li>• Registration with NESA</li><li>• Active participation in the co-curricular life of the College.</li></ul>           |
| <b>STATUTORY REQUIREMENTS</b>       | <ul style="list-style-type: none"><li>• NSW Working with Children Check</li></ul>                                                                           |
| <b>AUTHORITY AND ACCOUNTABILITY</b> | Worker Level Authority and Accountability                                                                                                                   |