



Role Description

Stage 3 Classroom Teacher

Department	Regis Campus Team
Reports To	Principal via Director of Regis
Location	Regis Campus
Type of Employment	The position of the Stage 3 Classroom Teacher is an ongoing, full-time position.
Industrial Instrument	Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025
Classification	Step 2

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Stage 3 Classroom Teacher is a valued member of the Regis Campus Team, responsible for delivering high-quality, engaging and inclusive learning experiences that support the academic, social, emotional and spiritual growth of students in the upper primary years.

Working collaboratively with colleagues, parents and specialist staff, the teacher creates a positive and well-managed classroom environment where students are known, challenged and supported to achieve personal excellence. Grounded in the Catholic and Jesuit tradition of the College, the role contributes to the holistic formation of young people who are competent, committed, compassionate and conscious of others.

Role Responsibilities

Professional knowledge

A Riverview Teacher:

- Is conversant with the relevant teaching discipline and syllabus in its updated version.
- Develops courses in harmony with the values and the educational purposes of the school and faculty, and in co-operation with fellow teachers.
- In consultation with the Director of Regis, plans a consistent, coherent and relevant learning program which fosters a purposeful progression in learning, and meets the specific needs of Riverview students.
- Considers the students' own experience to be a fundamental and especially valuable resource.



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- Uses a variety of teaching strategies, recognising that students learn in a variety of ways.
- Embraces the use of Information and Communication Technology (ICT) and its application in classroom learning.
- Develops differentiated teaching and learning strategies to meet the needs of students across the full range of abilities.
- Maintains effective communication with the centre for learning enrichment and parents regarding special learning needs of individual students.
- Enables students to make good use of the resources available within the school and the community.
- Engages with the regulations and communications of NESA and other regulatory bodies

Professional practice

A Riverview Teacher:

- Actively engages 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, negotiates 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.
- Creates a learning environment which stimulates learning and promotes excellence, where students are both challenged and supported.
- Shares explicitly with students a code of conduct which enables students to work productively in a fair environment.
- Uses effective communication strategies to support student understanding, participation and engagement
- Ensures good classroom management.
- Ensures class rolls and attendance are strictly monitored.
- Maintains 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.
- Ensures student well-being and safety within school and where there is a perceived danger to a student, communicates confidentially with the Director of Regis, Assistant Director of Regis or a member of the Executive Team.
- Develops appropriate assessment procedures and modes of reporting assessment in consultation with fellow members of staff.
- Uses a range of assessment (as, of and for learning) techniques regularly and fairly.
- Explains assessment criteria to students in advance, so they can understand the relevance of the grade and comments and use the information constructively in future work.
- Provides timely and appropriate feedback to students about their progress.
- Encourages students to reflect on their work and the process they have gone through to achieve it.
- Keeps adequate records of students' progress and uses this data to analyse and evaluate student understanding as well as identifying interventions and modifications to teaching practice.
- As a member of a professional academic team, ensures that reports are accurate, meet deadlines and reflect students learning; recognising strengths and weaknesses and suggesting possible courses of action.

Professional engagement

A Riverview Teacher:

- Is prepared to work in a collaborative environment to share, develop and evaluate teaching resources with a team.
- Keeps abreast of current developments in educational thinking, curricular and teaching practice.
- Attends relevant professional development training and reports to his/her Head of School.
- Contributes 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.
- Supports fellow staff professionally in all areas of school life.



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- Seeks advice from, works co-operatively with, and/or refers students to, specialist staff where appropriate.
- Maintains professional confidentiality on information about students.
- Communicates with students, fellow staff and parents in a respectful, clear, caring and professional way.
- Is proactive in communicating with parents through InsideView, in written reports and in parent/teacher interviews, and responds promptly to parental calls or enquiries.
- Attends and participates wherever possible in all team and general staff meetings.
- Attends all lessons (unless prior arrangements have been made) and is punctual.
- Dresses appropriately for a professional educator.
- Demonstrates at all times a support of school rules in dealing with students.
- Adheres to the specific requirements of the appropriate section of the school or faculty within it.
- Attends parent/teacher interviews, assemblies, speech days and church services.
- Participates in pastoral activities such as retreats and reflection days.
- Is prepared to attend and participate in school camps, if required.
- Attends and participates in relevant curriculum-based excursions.
- Can be relied upon to carry out supervisory duties as required, including active grounds duty and exam supervision.

Co-curricular activities

There is an expectation that all teachers at Riverview will involve themselves in the co-curricular activities offered to students at the College.

- Give time to the College after school and/or at the weekends to fulfil their co-curricular obligations (Sport and/or activity).
- In consultation with the Director of Regis, and the Regis Sportsmaster, plan a consistent, coherent and relevant program in their area of co-curricular activity.
- Provides the appropriate duty of care and supervision to the students in their charge.

Success Criteria

- Communicate clearly, respectfully and professionally with students, parents and colleagues through verbal, written and digital channels.
- Apply appropriate teaching qualifications, NESA accreditation requirements and current syllabus knowledge to deliver high-quality learning programs for Stage 3 students.
- Plan and deliver stimulating, differentiated and inclusive lessons that engage students across the full range of academic abilities.
- Create a positive, safe and well-managed classroom environment where students are supported, challenged and encouraged to achieve personal excellence.
- Work collaboratively with Regis Campus colleagues, parents and specialist staff to support student learning, wellbeing and transition through the upper primary years.
- Demonstrate a commitment to continuous improvement by engaging in professional learning, reflective practice and the sharing of resources and expertise with colleagues.
- Model and promote the Catholic and Jesuit values of the College, contributing positively to the broader life of the school, including co-curricular, pastoral and community activities.

Selection Criteria



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- Relevant teaching qualifications and current accreditation with the NSW Education Standards Authority (NESA), with demonstrated knowledge of Stage 3 curriculum, syllabus requirements and effective primary pedagogy.
- Demonstrated capacity to plan and deliver engaging, differentiated and inclusive learning experiences that challenge and support students across the full range of academic abilities.
- Strong classroom practice, including effective behaviour management, student wellbeing support, assessment for learning and the provision of timely, constructive feedback.
- Excellent communication and interpersonal skills, with the ability to build respectful and productive relationships with students, parents, colleagues and specialist staff.
- A collaborative and reflective approach to professional practice, including a commitment to ongoing professional learning, curriculum development and shared responsibility within the Regis Campus Team.
- A demonstrated commitment to child safety, duty of care and the wellbeing of young people, including an understanding of safeguarding responsibilities in a school environment.
- A willingness to support and model the Catholic and Jesuit values of the College and contribute positively to the broader life of the school, including pastoral, community and co-curricular activities.

The College

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.

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.

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

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

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 Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. 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



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- 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.

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.