



RED BEND CATHOLIC COLLEGE



EMPLOYMENT OPPORTUNITY

VET Coordinator / Careers Coordinator

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 passionate educator to lead pathways education and help our students move confidently from school into further study, training and work.

This position brings together two areas of leadership: VET Coordination and Careers Coordination. We are open to appointing one person across both portfolios, or two people who would each lead a single portfolio. The right structure will depend on the strengths and preferences of the applicants who come forward. The Role Description sets out both components separately so you can see exactly what each involves.

If you are passionate about making a difference in the lives of students through one of these portfolios, or both, we encourage you to join our Catholic Marist community.

This position will work closely with students, families, teachers and the leadership team. You will guide students in making informed subject and pathway choices, coordinate VET delivery and work placement in partnership with registered training organisations, and build strong relationships with local employers, TAFE, universities and community organisations. Your work will ensure that every student, whatever their goals, has access to meaningful opportunities beyond the classroom.

THE BENEFITS

- Sought after middle 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)

PRIVACY

RBCC 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 RBCC aim to ensure fair, equitable and non-discriminatory consideration for all applicants, regardless of sex, ethnic or racial origin, or physical disability.

HOW TO APPLY

Applicants will apply through Red Bend Catholic College's Recruitment Portal on www.redbendcc.nsw.edu.au.

To be considered, applicants will include:

- ☐ Cover letter addressed to Simon Martino, Acting Principal including statements addressing the Essential and Desirable Criteria. Please also include your preference for the combined VET/Careers position or single positions
- ☐ 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 Marist Schools Australia Child Safeguarding Standards.

Applications close: Tuesday 6 October 2026



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.

RED BEND CATHOLIC COLLEGE STRATEGIC PRIORITIES

- Formation in Catholic Identity and Marist Spirituality
- Culture of Excellence in Learning and Teaching
- Flourishing Marist Community

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: VET COORDINATOR

POSITION DETAILS	
ROLE TITLE	Vocational Education and Training (VET) Coordinator
REPORTS TO	Principal through the Director Learning and Teaching and Director Curriculum
DIRECT REPORTS	VET/Careers Administration Assistant
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	Temporary
EMPLOYMENT STATUS	Contract
ALLOWANCES	Coordinator #1 Allowance
PRIMARY PURPOSE OF THE ROLE	Reporting to the Director Learning and Teaching and the Director Curriculum, the VET Coordinator is a specialist leadership role that leads the delivery, quality and compliance of the College's Vocational Education and Training program. The Coordinator works in collaboration with the school leadership team, teachers, families, Registered Training Organisations (RTOs), employers and the broader regional community to ensure every student is supported to make informed decisions about their learning and to transition confidently into further study, training and employment. The role contributes to the College's mission to assist students in making sense of their world, to make informed decisions and judgements and to act with moral and ethical integrity.
SPECIAL REQUIREMENTS	The nature of this position is such that the VET 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. The Employer reserves the right to vary this position description in response to changing needs.
EXPECTED BEHAVIOURS AND ATTITUDES	- Actively supports a child safeguarding culture to the highest standards - Complies with: - 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 MEMBER OF THE COLLEGE COMMUNITY, THE VET FACULTY COORDINATOR WILL	• 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.
DEFINITION OF VET COORDINATOR	The VET Coordinator is responsible for the VET program as a compliance-based and quality-assured area of the curriculum. This includes the selection, delivery, enrolment, monitoring and reporting of VET courses, the relationships with RTOs and training providers, and the structured workplace learning that forms part of VET courses. The focus is the student's participation in and completion of vocational qualifications and HSC VET courses.
VET PROGRAM COORDINATION	• Lead the planning, delivery and continuous improvement of the College's VET program, ensuring courses are aligned with student needs, regional workforce demand and NESA requirements • Manage partnerships and agreements with RTOs, TAFE NSW and other training providers, including monitoring the quality of training and assessment delivered to College students • Ensure compliance with NESA requirements for VET in the HSC, including course frameworks, mandatory work placement hours, HSC examination and assessment arrangements, and accurate record keeping • Coordinate VET student enrolments, timetabling, Unique Student Identifiers (USI), fees and certification records in collaboration with RTOs and College administration • Support VET teachers and trainers to meet College, NESA and RTO requirements, including industry currency and assessment validation • Monitor the progress, attendance and achievement of students enrolled in VET courses and work with teachers, Faculty Coordinators and House Coordinators and the Diverse Learning Team to provide timely support • Review the VET course offering annually in consultation with the Director Learning and Teaching, Director Curriculum and the Principal, including course viability and delivery.
VET WORK PLACEMENT AND APPRENTICESHIPS	• Organise, supervise and evaluate structured workplace learning for VET students, including host employer suitability checks, placement agreements and workplace risk assessments • Coordinate and support school-based apprenticeships and traineeships, working with Australian Apprenticeship Support Network providers, employers and families

	• Ensure that students, employers and families understand their responsibilities and that Work Health and Safety, child safeguarding and insurance requirements are met for all VET placements • Maintain accurate records of placement hours, host employers and student progress in line with NESA and RTO requirements
LEADERSHIP, PLANNING AND COMPLIANCE	• Take a leading role in achieving the College's strategic goals for student learning, engagement and post-school transitions • Work in collaboration with the Director Learning and Teaching, Director Curriculum, Director of Students, House and Faculty Coordinators to align VET and pathways advice with academic programs and student wellbeing • Ensure that VET students receive appropriate careers guidance, and that careers advice to all students accurately reflects VET options, apprenticeships and traineeships • Prepare, manage and report on the VET and Careers budget(s), and participate in the College budget process • Prepare submissions for specific purpose funding and grants and complete the subsequent accountability reporting in consultation with relevant stakeholders • Participate in the process of allocating students to courses and classes where appropriate • Ensure that VET and Careers information published in course handbooks, on the College website and through the learning management system is accurate and current • Participate in the selection process for the appointment of new VET and Careers staff where appropriate • Engage in ongoing professional learning to remain current with VET policy, industry trends, labour market information and careers practice
SYSTEM ADMINISTRATION	Ensure compliance with all Red Bend Catholic College systems including • Synergetic • Seqta • Consent2Go • ESS • IDEAGEN • Google • Schools Online
ORGANISATION AND OPERATIONS	• Ensure compliance with the WHS Act 2011 and its regulations including: ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Supervisor 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 their 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 Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Ensure 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. ● Be flexible 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.
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KEY RELATIONSHIPS	INTERNAL ● Principal, Deputy Principal, Director Learning and Teaching, Director Curriculum ● Executive Team ● Teaching and Support Staff ● Students	EXTERNAL ● Parents ● NESA ● Marist Schools Australia ● RTO's, TAFE NSW, Universities and other Tertiary providers ● Employers, Industry bodies, Australian Apprenticeship Support Network providers ● Local and regional community organisations
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PERSON SPECIFICATIONS	
SELECTION CRITERIA	Essential Criteria ● Relevant tertiary qualifications in Education and current NESA accreditation to teach in NSW ● Demonstrated understanding of the NSW senior secondary curriculum and pathways, including the HSC, ATAR and the requirements of VET in the HSC, with the capacity to guide students and families through course and pathway choices

- Demonstrated experience in VET coordination or delivery, or in careers advising or pathways education, in a secondary school setting, including working with RTOs and managing compliance and record-keeping
- Demonstrated knowledge of post-school options and processes, including university admission (UAC), TAFE and private training providers, school-based and post-school apprenticeships and traineeships, and employment pathways
- Demonstrated ability to build and sustain productive relationships with employers, industry, training providers and community organisations, and to organise work placement safely and effectively
- Demonstrated capacity to provide high-quality individual and group career guidance that is responsive to the needs, strengths and aspirations of diverse learners, including students requiring additional support and students at risk of disengagement
- Demonstrated capacity to lead, coordinate and collaborate with teachers, trainers and support staff, and to plan and manage the operational, budgetary and resourcing responsibilities of a program
- Demonstrated ability to use data, including student achievement, engagement and post-school destination data, to monitor outcomes and inform program improvement
- Highly developed communication, interpersonal and organisational skills, with the capacity to build positive professional relationships with students, parents, colleagues and external partners
- A commitment to the mission of Catholic education and a desire to actively contribute to and enliven the Marist charism, values and educational mission of Red Bend Catholic College
- A demonstrated commitment to child safeguarding, professional conduct and ethical practice, including respect, confidentiality and the wellbeing of students
- Applicants must meet, or be working towards, the requirements for Accreditation to Work and Teach in a Marist Schools Australia school (Category C)

Desirable Criteria

- Experience in a Coordinator, Middle Leader or other educational leadership position
- Certificate IV in Training and Assessment (TAE40122) or its equivalent, and/or vocational qualifications and industry experience relevant to VET courses offered by the College
- Postgraduate or professional qualifications in career development, for example a Graduate Certificate in Career Development, and/or membership of a professional careers association
- Knowledge of the regional labour market and established connections with employers and training providers in the local area

	• Experience with school-based apprenticeships and traineeships and with the Australian Apprenticeship system • Experience using careers and pathways platforms and digital tools to support planning, communication and record keeping • An active member of a Catholic Eucharistic community
OTHER REQUIREMENTS	• Registration with NESA • Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	• NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability

ROLE DESCRIPTION: CAREERS ADVISOR

POSITION DETAILS	
ROLE TITLE	Careers Advisor
REPORTS TO	Principal through the Director Learning and Teaching and Director Curriculum
DIRECT REPORTS	VET/Careers Administration Assistant
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	Temporary
EMPLOYMENT STATUS	Contract
ALLOWANCES	Coordinator #1 Allowance
PRIMARY PURPOSE OF THE ROLE	Reporting to the Director Learning and Teaching and the Director Curriculum, the Careers Advisor is a specialist leadership role that leads careers and pathways education for students in Years 10–12). The Coordinator works in collaboration with the school leadership team, teachers, families, Registered Training Organisations (RTOs), employers and the broader regional community to ensure every student is supported to make informed decisions about their learning and to transition confidently into further study, training and employment. The role contributes to the College's mission to assist students in making sense of their world, to make informed decisions and judgements and to act with moral and ethical integrity.
SPECIAL REQUIREMENTS	The nature of this position is such that the Careers Advisor 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. The Employer reserves the right to vary this position description in response to changing needs.
EXPECTED BEHAVIOURS AND ATTITUDES	• Actively supports a child safeguarding culture to the highest standards • Complies with: ○ 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 MEMBER OF THE COLLEGE COMMUNITY, THE CAREERS ADVISOR WILL	● 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.
DEFINITION OF CAREERS ADVISOR	The Careers Coordinator is responsible for careers education and pathways guidance for all students, regardless of the courses they study. This includes the whole-school careers program, individual career guidance and pathway planning, subject selection advice, information about post-school options, and the engagement of employers, universities and training providers with students. The focus is the student's informed decision-making and successful transition beyond school.
CAREERS AND PATHWAYS EDUCATION	● Lead a whole-school careers education program for Years 10-12 that develops students' career awareness, self-knowledge, planning and decision-making skills ● Provide individual career guidance and pathway planning to students, including subject selection advice for Years 9–12 and the development of Career and Pathway plans ● Ensure students and families have accurate and current information about the HSC, ATAR, non-ATAR pathways, VET, university, TAFE, private providers, apprenticeships, traineeships, gap years and employment ● Support students with applications for tertiary study, early entry and scholarships (including UAC processes), and with resumes, interviews and job applications ● Support students with diverse learning needs, students in out-of-home care, Aboriginal and Torres Strait Islander students, and students at risk of disengagement in accessing appropriate pathways, in collaboration with the Diverse Learning Team and pastoral staff ● Ensure that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices ● Track and report on post-school destinations of students and use the data to inform program review and improvement ● Communicate regularly with parents and carers about pathway options, deadlines and support available ● Coordinate and support school-based apprenticeships and traineeships, working with Australian Apprenticeship Support Network providers, employers and families

CAREERS EVENTS, WORK EXPERIENCE AND INDUSTRY ENGAGEMENT	● Plan and coordinate careers events, expos, information evenings, employer and alumni presentations, and university and TAFE visits ● Coordinate work experience programs and other workplace exposure opportunities for students in Years 9–11 ● Build and maintain strong relationships with local and regional employers, industry groups, universities, TAFE and community organisations ● Oversee excursions, site visits, external bookings and the use of guest speakers and industry presenters in line with College policy and Child Protection guidelines.
LEADERSHIP, PLANNING AND COMPLIANCE	● Take a leading role in achieving the College's strategic goals for student learning, engagement and post-school transitions ● Work in collaboration with the Director Learning and Teaching, Director Curriculum, Director of Students, House and Faculty Coordinators to align VET and pathways advice with academic programs and student wellbeing ● Ensure that VET students receive appropriate careers guidance, and that careers advice to all students accurately reflects VET options, apprenticeships and traineeships ● Prepare, manage and report on the VET and Careers budget(s), and participate in the College budget process ● Prepare submissions for specific purpose funding and grants and complete the subsequent accountability reporting in consultation with relevant stakeholders ● Participate in the process of allocating students to courses and classes where appropriate ● Ensure that VET and Careers information published in course handbooks, on the College website and through the learning management system is accurate and current ● Participate in the selection process for the appointment of new VET and Careers staff where appropriate ● Engage in ongoing professional learning to remain current with VET policy, industry trends, labour market information and careers practice
SYSTEM ADMINISTRATION	Ensure compliance with all Red Bend Catholic College systems including ● Synergetic ● Seqta ● Consent2Go ● ESS ● IDEAGEN ● Google ● Schools Online

ORGANISATION AND OPERATIONS	● Ensure compliance with the WHS Act 2011 and its regulations including: ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Supervisor 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 their 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 Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Ensure 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. ● Be flexible 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.
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KEY RELATIONSHIPS	INTERNAL ● Principal, Deputy Principal, Director Learning and Teaching, Director Curriculum ● Executive Team ● Teaching and Support Staff ● Students	EXTERNAL ● Parents ● NESA ● Marist Schools Australia ● RTO's, TAFE NSW, Universities and other Tertiary providers ● Employers, Industry bodies, Australian Apprenticeship Support Network providers ● Local and regional community organisations
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PERSON SPECIFICATIONS

SELECTION
CRITERIA**Essential Criteria**

- Relevant tertiary qualifications in Education and current NESA accreditation to teach in NSW
- Demonstrated understanding of the NSW senior secondary curriculum and pathways, including the HSC, ATAR and the requirements of VET in the HSC, with the capacity to guide students and families through course and pathway choices
- Demonstrated experience in careers advising or pathways education, in a secondary school setting, including working with RTOs
- Demonstrated knowledge of post-school options and processes, including university admission (UAC), TAFE and private training providers, school-based and post-school apprenticeships and traineeships, and employment pathways
- Demonstrated capacity to provide high-quality individual and group career guidance that is responsive to the needs, strengths and aspirations of diverse learners, including students requiring additional support and students at risk of disengagement
- Demonstrated capacity to lead, coordinate and collaborate with teachers, trainers and support staff, and to plan and manage the operational, budgetary and resourcing responsibilities of a program
- Demonstrated ability to use data, including student achievement, engagement and post-school destination data, to monitor outcomes and inform program improvement
- Highly developed communication, interpersonal and organisational skills, with the capacity to build positive professional relationships with students, parents, colleagues and external partners
- A commitment to the mission of Catholic education and a desire to actively contribute to and enliven the Marist charism, values and educational mission of Red Bend Catholic College
- A demonstrated commitment to child safeguarding, professional conduct and ethical practice, including respect, confidentiality and the wellbeing of students
- Applicants must meet, or be working towards, the requirements for Accreditation to Work and Teach in a Marist Schools Australia school (Category C)

Desirable Criteria

- Experience in a Coordinator, Middle Leader or other educational leadership position

	• Postgraduate or professional qualifications in career development, for example a Graduate Certificate in Career Development, and/or membership of a professional careers association • Knowledge of the regional labour market and established connections with employers and training providers in the local area • Experience with school-based apprenticeships and traineeships and with the Australian Apprenticeship system • Experience using careers and pathways platforms and digital tools to support planning, communication and record keeping • An active member of a Catholic Eucharistic community
OTHER REQUIREMENTS	• Registration with NESA • Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	• NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability

ROLE DESCRIPTION: TEACHER

POSITION	
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	The primary focus of the Teacher is the education of the students. The Teacher is responsible for creating a positive and disciplined learning environment: • In the classroom • In Co-curricular activities • In interacting informally with students
AREAS OF DELIVERY	• All Faculties and Key Learning Areas • Pastoral Care • Sport and Extra-Curricula
SPECIAL REQUIREMENTS	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.
EXPECTED BEHAVIOURS AND ATTITUDES	• Actively supports a child safeguarding culture to the highest standards • Complies with: ○ 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	
A TEACHER IN THE CATHOLIC COMMUNITY WILL:	● 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	● 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 / 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. ● 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 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. 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:

- 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,

	punctuality and device use. ● Conduct weekly Pulse check-ins ● Deliver scheduled activities as per the PC Schedule 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: ● House meetings/assemblies ● Guest speakers ● Activities set by the House Coordinator ● Goal Setting ● House Activities ● Sports carnival registration ● Wellbeing sessions It is the responsibility of the Pastoral Care Teacher to inform students of the upcoming Extended Pastoral Care period activity and location.
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SYSTEM ADMINISTRATION	● Ensure compliance with all Red Bend Catholic College systems including ○ Synergetic ○ Seqta ○ Consent to Go ○ ESS ○ IDEAGEN
ORGANISATION AND OPERATIONS	● Ensure compliance with the WHS Act 2011 and its regulations including: ○ 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 employee's skill, competence and training.	
KEY RELATIONSHIPS	INTERNAL • Teaching and Support Staff • Students	EXTERNAL • Parents • NESA • Marist Schools Australia

PERSON SPECIFICATIONS	
QUALIFICATIONS	ESSENTIAL • A commitment to Catholic education and a desire to enliven the Marist tradition of the College. • Meets or willingness to meet the requirements of the Marist Schools Australia Staff Accreditation to Work and Teach policy • Tertiary Qualifications - Teacher Relevant Tertiary Qualifications • NESAs Accreditation (Conditional / Provisional) • Strong understanding of curriculum and educational standards • Demonstrated high-level communication skills • Demonstrate high-level organisational skills DESIRABLE • NESAs Accreditation (Proficient)
SKILLS AND ABILITIES	• 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	• Registration with NESAs • Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	• NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability