

POSITION DESCRIPTION

POSITION:	Teacher
DEPARTMENT:	Learning and Teaching
DATE PREPARED:	June 2025
REPORTS TO:	Faculty Leader / Director - Learning and Teaching / Deputy Principal / Principal.

WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of growth and positive change, demonstrated by our membership of “New Metrics,” a partnership with Melbourne University and other forward-thinking schools across Australia. We are a future focussed school supporting teaching staff in their professional growth and leadership.

Monivae College is committed to Child Protection and to the implementation of its Child Safe policies and practices. Monivae College has zero tolerance for child abuse.

OUR VISION

Monivae College is a Catholic secondary co-educational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart students are at the heart of all we do. We nurture each child’s potential through developing personal and physical growth, resilience, empathy, academic achievement and spirituality.

OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

POSITION SUMMARY

The Teacher reports to the Head of Faculty and the Director – Learning and Teaching. This role is responsible for delivering engaging and high-quality educational experiences that align with the curriculum requirements of Monivae College. The teacher will foster a dynamic learning environment that supports students' academic growth, critical thinking skills, and appreciation for education.

This position requires a passionate educator who can inspire students, differentiate instruction to meet diverse learning needs, and contribute positively to the school community. The successful candidate will demonstrate a strong commitment to student well-being and uphold the values of Monivae College as a Catholic School conducted by the Missionaries of the Sacred Heart.

Key responsibilities include:

- Delivering engaging and innovative lessons that inspire student learning, aligned with the MSC ethos of holistic education.
- Developing and implementing curriculum in line with Victorian Curriculum and VCE requirements, integrating values of social justice, ethical awareness, and critical thinking.
- Differentiating teaching strategies to support diverse learning needs and abilities, ensuring each student is valued and nurtured.
- Fostering a positive and inclusive classroom environment that encourages respect, collaboration, and a sense of belonging.
- Contributing to the pastoral care and wellbeing of students, embracing the MSC tradition of educating the heart as well as the mind.
- Participating in co-curricular and extracurricular activities to enhance student engagement and personal development.
- Working collaboratively with colleagues to plan, assess, and refine teaching practices, ensuring excellence in education within a supportive and faith-filled community.

The Teacher is expected to demonstrate strong communication and interpersonal skills, a commitment to professional growth, and a dedication to the holistic education of students in alignment with the College's values.

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

POSITION OBJECTIVE & KEY RESPONSIBILITIES

Curriculum Delivery and Instruction	<ul style="list-style-type: none">• Plan and deliver engaging lessons aligned with the Victorian Curriculum and VCE requirements.• Ensure that lessons are engaging, inclusive, and culturally responsive.• Incorporate innovative teaching methods to promote critical thinking, ethical awareness, and social justice.
--	--

	<ul style="list-style-type: none"> • Differentiate and adapt instruction and teaching methods to meet the diverse learning needs of students, ensuring differentiation and inclusion for all learners. • Use a variety of instructional strategies and resources to cater to diverse learning styles and abilities.
Student Assessment and Feedback	<ul style="list-style-type: none"> • Regularly assess students' progress through formal and informal assessments, assignments, and projects. • Provide timely, constructive, and formative feedback to students to support their learning and development. • Use assessment data to inform teaching practices and adjust to support individual student needs.
Classroom Management and Student Engagement	<ul style="list-style-type: none"> • Create a positive and inclusive classroom environment that fosters respect, collaboration, and active learning. • Support the emotional, social, and spiritual wellbeing of students, providing guidance where necessary. • Actively contribute to the pastoral care programs within the school community. • Use effective behaviour management strategies to support student engagement and participation. • Provide pastoral care and support for students, embodying the MSC tradition of educating both the heart and mind. • Build meaningful relationships with students to nurture their academic and personal growth.
Co-Curricular and Extra Curricular Involvement	<ul style="list-style-type: none"> • Contribute to the broader school community through co-curricular and extracurricular activities. • Support school initiatives that enhance student engagement and holistic development.
Personal Organisation	<ul style="list-style-type: none"> • Maintain a well-organised and orderly classroom environment that promotes active engagement and learning. • Maintain accurate records of lesson planning, student progress, and assessment in a timely and organised manner. • Demonstrate effective time management skills to balance teaching, assessment, and other responsibilities.
MSC Integration	<ul style="list-style-type: none"> • Actively support and promote the Missionaries of the Sacred Heart (MSC) ethos, fostering a community based on love, compassion, and respect. • An understanding of and value of MSC Spirituality and an ability to impart it to others. • Incorporate Catholic teachings, values, and perspectives into the delivery of lessons. • Participate in and support the Catholic MSC life of the school, including prayer, liturgies, and religious events.
Professional Development and Collaboration	<ul style="list-style-type: none"> • Work collaboratively with colleagues to plan, assess, and refine teaching practices. • Participate in ongoing professional development to enhance subject knowledge and teaching effectiveness. • Participate in staff meetings, curriculum planning sessions, and professional development activities to enhance teaching practices and remain current with VIT registration requirements. • Collaborate with fellow teachers to develop interdisciplinary teaching strategies and projects.

	<ul style="list-style-type: none"> Engage in peer observation and feedback to foster a culture of continuous improvement and shared best practices. Provide and receive constructive feedback to enhance teaching and learning outcomes.
Communication with Parents and Guardians:	<ul style="list-style-type: none"> Regularly update parents and guardians about student progress and classroom activities through reports, parent-teacher conferences, and Parent Access Module. Provide feedback and advice to parents on how they can support their child's learning at home.

KEY SELECTION CRITERIA	
Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> Tertiary qualifications in Education Registration with Victorian Institute of Teaching (VIT). Demonstrated experience in delivering curriculum to a high standard. Willingness to gain accreditation to teach in a Catholic School. <p>Desirable</p> <ul style="list-style-type: none"> Experience in teaching VCE Experience integrating technology into classroom instruction to enhance student learning.
Skills and Attributes	<ul style="list-style-type: none"> Effective classroom management skills that foster a positive learning environment. Strong organisational and communication skills to collaborate effectively with students, colleagues, and parents. Ability to design and deliver engaging and innovative lessons that cater to diverse learning needs. Attributes of punctuality, professional grooming, and a commitment to high professional standards. A strong work ethic and willingness to contribute to the broader school community. Proficiency in ICT skills, including use of the College's Learning Management System (SIMON). Ability to work collaboratively with colleagues to enhance student learning outcomes.
Commitment to Catholic Education	<ul style="list-style-type: none"> Supports and models College values and the Catholic, MSC ethos when engaging with students, staff, and the broader school community.
Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of legal and moral obligations relating to child safety and wellbeing. Willingness to comply with the College's Child Safety and Wellbeing Policy and Code of Conduct and all relevant legislation regarding child protection. A demonstrated understanding of legal obligations relating to child safety reporting (e.g. mandatory reporting, reportable conduct, duty to report).

EMPLOYMENT CONDITIONS	
Appointment	<p>This is a full-time ongoing position. The role follows the school academic calendar, with attendance required during scheduled teaching periods, staff meetings, and professional development sessions.</p> <p>This position is appointed by Monivae College and the incumbent is an employee of Monivae College. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.</p>
External Liaisons	<ul style="list-style-type: none"> • Missionaries of the Sacred Heart (MSC) • Diocese of Ballarat Catholic Education Limited (DOBCCEL) • Victorian Catholic Education Authority • Independent Education Union (IEU) Victoria Tasmania • Parents and guardians to support student learning and wellbeing • Community organisations and external education bodies for professional collaboration and development opportunities
Conditions	<p>Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022.</p> <p>The Classification Level will be negotiated with the successful applicant based on qualifications and experience.</p>
Review and Appraisal	<p>As an employee of Monivae College this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	<p>Undertake professional development in line with the College Professional Learning policy.</p>

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.