



DUTY STATEMENT

Classroom Teacher (Secondary)

Date: January 2023
Time: Full-time
Status: Ongoing
Department: Secondary (Year 7 – 12)

POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ-centred, child-focussed faith and learning community that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

LINE MANAGEMENT:

- Secondary - Working under the direction of the Head of Secondary (via the Head of Learning Area / Head of Year).
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DUTIES AND RESPONSIBILITIES:

Catholic Identity

- Support the Catholic ethos of the school.
 - Promote Catholic values through their teaching.
 - Integrate Catholic teachings across all curriculum areas.
 - Support and provide modelling of the College's Mission and Vision;
 - Provide pastoral care to students inspired by Gospel values;
 - Bear witness to the Catholic faith in an overt and knowledgeable manner;
 - Provide appropriate pastoral and faith experiences;
 - Seek faith and liturgical opportunities to deepen their personal relationship with God.
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Education

- Carry out the duties of a classroom teacher in an exemplary manner;
- Promote, encourage and foster positive relationships;
- Provide clarity so students' learning is visible and expectations are clear;
- Programme thoroughly for an extended period, e.g. a unit of work, or follow the established programme;
- Present material in a variety of ways to maintain student interest and to achieve programmed objectives/outcomes;
- Must be capable of conducting remote online learning and teaching;
- Report on student progress both:
 - Formally - through the official reporting process (formative, summative and diagnostic assessments).
 - Less formally - through contact with parents via SEQTA, telephone, email, organiser, letter or interview.
- Grade students according to established guidelines under the direction of the Head of Secondary;
- Identify and cater for students who require Individualised Education Plans (including EAL/D Progress Maps and Behavioural Plans) and review them periodically;
- Seek continual improvement of pedagogy and practice.

Community

- Implement with consistency and in an appropriate manner the College policy on restorative practice, student behaviour and uniform standards;
- Contact and support parents in their role as the primary educators and caregivers to their children;
- Assume a pastoral role for the students in the class by attending to the needs of each student and the group as a whole.

Stewardship

- Contribute in a positive manner to meetings;
- Attend the Parent/Teacher/Student nights and other meetings of parents and teachers.
- Attend those College functions specified by the Principal (eg. Community Mass & Annual Community Meeting);
- Manage and maintain purchases made on behalf of the College and seek approval by a member of the Leadership Team before purchasing;
- Other duties as and when required.

Specific duties

- Use a variety of technologies to deliver the curriculum to students, emphasising the technology that students have consistent access to;
- Assess student performance both informally (ongoing) and formally. In so doing, feedback to students should be prompt;
- Maintain effective and consistent communication with families around the progress of student learning and inform parents of any concerns relating to learning, behaviour or social and emotional development;
- Keep up with curriculum development and work collaboratively with others to implement changes;
- Share their expertise with other teachers to transform the learning in their classes.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Previous experience in a similar role is desirable.
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA).
- Must hold a current 'Working with Children' card.
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School.
- Treat all information of the College in a confidential manner.
- Work with all staff, students and family members in such a manner as to support the Catholic Education / Mercy College Code of Conduct.
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA).
 - Commit to a Professional Growth Plan and cyclic Performance Review to be determined by the Principal.
 - Salary level: Step 1 – Step 10.
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