



## DUTY STATEMENT

### Design and Technology Teacher

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**Date:** January 2022  
**Time:** Full-time  
**Status:** Ongoing  
**Department:** Technologies

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#### POSITION CONTEXT:

Mercy College is a Catholic, coeducational school with over 1600 students from Kindergarten to Year 12. Mercy College was established by the Sisters of Mercy in 1972 and is located on a spacious 10-hectare site. The College provides modern facilities, generous playing fields and open, and well-kept grounds. This adds to the College's mission of providing an environment that is safe, nurturing and caring for our culturally diverse student population.

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#### LINE MANAGEMENT:

- Secondary - Working under the direction of the Head of Learning Area (Technologies).
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#### DUTIES AND RESPONSIBILITIES:

##### Catholic Identity

- 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;
- Programmes thoroughly for an extended period, e.g. a unit of work, or follow the established programme;
- Presents 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.
  - less formally - through contact with parents via SEQTA, telephone, letter or interview.
- Grade students according to established guidelines under the direction of the Head of Learning Area (Technologies);
- Identify and cater for students who require Individualised Education Plans and review them periodically;
- Use a variety of technologies to deliver the curriculum to students, emphasising the technology that students have consistent access to;
- Assesses student performance both informally (ongoing) and formally. In so doing, feedback to students should be prompt;
- Keeps up with Curriculum development in the area of Design and Technology;
- Shares their technology expertise with other teachers to transform the learning in their classes.

## Community

- Implement with consistency and in an appropriate manner the College policy on restorative practice, student behaviour support and uniform standards;
- Contact and support parents in their role as the primary educators and care-givers 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. They should attend those College functions specified by the Principal. (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 prior to purchasing;
- Other duties as and when required.

## Specific duties

- Maintain the Workshop to comply with Occupational Health and Safety standards.

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**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Previous experience in a similar role is desirable;
- Must hold 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;
- Deal with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA);
  - Salary level: Step 1 – Step 10.
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