

# Classroom Teacher

## St Joseph's Primary School, Glen Innes

### Position Description

[Click here to apply.](#) Applications close 9 April 2021.

<b>Enterprise Agreement</b>	NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)
<b>Base salary range (Full-time)</b>	\$65,165 - \$114,720 per year (based on skills, experience & NESA accreditation)
<b>Teacher Incentives (*Conditions apply)</b>	<p>* Relocation Subsidy - Provide a relocation allowance of up to \$3,000 for all permanent teaching positions which require the successful applicant to geographically relocate.</p> <p>*Accommodation Allowance - Provide accommodation allowance of \$100 per week for all new permanent teachers to the Diocese (pro rata for part-time staff) for a period of 12 months.</p>
<b>Placement Allowance</b>	\$2,600 gross per annum paid as a salary loading fortnightly to the completion of the second year of service.
<b>Bonus Payment</b>	A bonus payment is payable at the end of each year of service as follows: <ul style="list-style-type: none"><li>• Year 1 - \$2,000</li><li>• Year 2 - \$3,000</li></ul>
<b>Reports to</b>	Principal
<b>Location</b>	St Joseph's Primary School, Glen Innes
<b>Employment type</b>	Full-time 1 FTE
<b>Employment Status</b>	Permanent

## About St Joseph's Primary School and Glen Innes

St Joseph's School is a co-educational Catholic Primary School. St Joseph's School in Glen Innes was founded by the Sisters of St Joseph of the Sacred Heart to provide quality Catholic Primary and Secondary Education for boys and girls. The school is an integral part of the Glen Innes Parish Community and shares its task of imparting Catholic traditions while respecting and appreciating the traditions of other Christians.

We value the uniqueness of each member of the school community. We support each other in providing knowledge, skills and attitudes which contribute to the total education and development of the student. In our relationships we respect and affirm one another and live according to Gospel values. Truth, compassion and forgiveness characterise our mission to bring about a more just society.

Glen Innes is a charming and attractive rural service centre set amidst rolling countryside on the Northern Tablelands 1075 metres above sea-level. The town is surrounded by impressive national parks and the district is known for its fishing, fossicking and bushwalking.

Glen Innes is around seven hours' drive from Sydney and just over four from Brisbane. The closest airport is in Armidale (one hour away).

In 1851 the town was laid out and named after Major Archibald Clunes Innes who owned the local property. He had previously been the Commandant of the Port Macquarie penal colony.

For further information on the school, please visit <https://stjosephsgleninnes.catholic.edu.au/>

## Commencement

The commencement date for this position will be negotiated with the successful applicant.

## Position Purpose

The Catholic School is more than an educational institution. It is a key part of the Catholic Church - an essential element in the Church's mission. The Teacher assists the Principal, to demonstrate strong support for the vision and ministry of the Catholic school.

Teachers are supported in their role to be able to provide quality teaching in a stimulating and challenging environment where everyone is valued. This position is responsible for all aspects of the planning, preparation and delivery of effective learning and teaching programs across the school.

## Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
<b>Co-Teaching</b>	<ul style="list-style-type: none"> <li>● Lead and model co-planning, co-teaching, co-assessing in flexible learning spaces under the direction of the LOP and Principal</li> <li>● With the LOP and stage teams, team planning engaging contemporary pedagogy supported by worthwhile digital technology</li> </ul>
<b>Classroom teaching</b>	<p>All teachers employed in the Diocese of Armidale</p> <ul style="list-style-type: none"> <li>● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community.</li> <li>● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported.</li> <li>● Plan, prepare, record, evaluate and report on work to be undertaken by classes.</li> <li>● Use a contemporary pedagogy and high-yield strategies to meet students' individual needs.</li> <li>● Identify learner needs, conferring with specialist staff in the school as required.</li> <li>● Communicate in a clear, respectful and professional way in order to optimise each student's development.</li> <li>● Attend all lessons and be punctual to class.</li> <li>● Maintain professional confidentiality with regard to students and their families.</li> <li>● Be proficient in the use of ICTs as a teaching and administrative tool.</li> </ul>
<b>Record keeping and reporting</b>	<ul style="list-style-type: none"> <li>● In a timely manner, assess and provide effective feedback on students' work and keep complete and accurate records of each student's progress.</li> <li>● Communicate with parents in written reports and parent teacher interviews, and at other times as required.</li> <li>● Carry out administrative tasks thoroughly and punctually.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues.</li> <li>● Help to enable the best use of shared resources.</li> <li>● Undertake playground, class and other supervisions according to rosters as required.</li> <li>● Work with colleagues to review and develop the curriculum and write course documents.</li> <li>● Attend and actively participate in staff and faculty professional development</li> </ul>

	meetings, as required.
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Undertake regular professional development in order to meet professional growth as indicated in the AITSL Standards for teachers, and the requirements of NESA. Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational research.</li> <li>• Contribute to the professional development of other staff members by proactively sharing knowledge, ideas and resources</li> <li>• Actively participate in coaching to further develop self-nominated skills and abilities.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.</li> </ul>

St Joseph's Primary School, Glen Innes reserves the right to alter roles and responsibilities requirements as required.

## Selection criteria

### General expectations of staff at St Joseph's Primary School, Glen Innes

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Employment with St Joseph's is conditional upon successful applicants having or obtaining a valid current NSW Working with Children Check Clearance.

### Essential criteria

- Appropriate teaching qualifications and current NESA registration.
- Demonstrated knowledge of pedagogy associated with K-6 teaching in a contemporary, collaborative learning space.

- Demonstrated skills in information and communication technologies.
- Demonstrated teaching skills, including working collaboratively with colleagues to create innovative experiences for all learners and a demonstrated capacity to team teach.
- Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents and staff where the focus is on the learning and well-being of the student.
- Demonstrated high standard of competency and proficiency in classroom practice and student management.

### **Desirable criteria**

- Meet the criteria and be willing to teach Religious Education in the Diocese of Armidale in accordance with [Framework for the Accreditation of Staff in Catholic Schools](#).

### **Application**

For questions regarding the professional nature of this position, please contact Maria Mowle, Principal on (02) 6732 1372 or email [mmowle@arm.catholic.edu.au](mailto:mmowle@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*