

# Classroom Teacher

## Sacred Heart Primary School Boggabri

### Position Description

**[Click here to apply.](#) Applications close 7 November 2021.**

|                                      |   |
|--------------------------------------|---|
| <b>Position level</b>                | NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)        |
| <b>Base salary range (Full-time)</b> | \$65,165 - \$114,720 gross per annum (based on skills, experience & NESA accreditation) |
| <b>Reports to</b>                    | Principal   |
| <b>Location</b>                      | Sacred Heart Primary School Boggabri  |
| <b>Employment type</b>               | Full-time   |
| <b>Employment status</b>             | Temporary concluding on 1 July 2022 (maternity leave relief)                            |

### About Sacred Heart School Boggabri

Sacred Heart Primary Boggabri is a co-educational Catholic primary school from K-6 which provides quality education for 40 students. The school aims to provide a positive, open atmosphere where all are welcome in a safe, caring environment that nurtures growth. Sacred Heart believes in strong partnerships with parents and the wider Boggabri community to ensure the best outcomes for all students and the school's success.

Boggabri is situated in north-western New South Wales and lies between Gunnedah and Narrabri on the Kamilaroi Highway. With a population of approximately 860 people, the town catchphrase "the little town with a big heart" is a true representation of the progressive and positive community. Although the town is only small, it has a lot to offer, including the annual Drover's Campfire, heritage trails and museums, Nelson's honey farm and only a short drive from the town centre is the spectacular Dripping Rock.

Sacred Heart School Boggabri is one of 24 schools administered by the Catholic Schools Office on behalf of the Bishop of Armidale. The Director, Mr Chris Smyth, is directly responsible to the Bishop.

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

## Commencement

The commencement date for this temporary full-time position is 28 January 2022 concluding on 1 July 2022.

## 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>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 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></ul>   |

|                                 |   |
|---------------------------------|---|
|                                 | <ul style="list-style-type: none"> <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 meetings, as required.</li> </ul>                                 |
| <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 NESAs. 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>   |

Sacred Heart Primary School, Boggabri reserves the right to alter roles, responsibilities and requirements as required.

## Selection criteria

### General expectations of staff at Sacred Heart Primary School, Boggabri

- 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 Sacred Heart Primary School 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.
- 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 Mr Nick Baird, Principal 02 6743 4656 or via email [nbaird1@arm.catholic.edu.au](mailto:nbaird1@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.*