

Secondary Teachers (7-12)

St Mary's College Gunnedah

Desired subject areas: Religious Education, English, Mathematics

Position Description

[Click here to apply.](#) Applications close 8 December 2021.

Position level	NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)
Base salary range (Full-time)	\$65,165 - \$114,720 per year (based on skills, experience & NESA accreditation)
Reports to	Principal
Location	St Mary's College Gunnedah
Employment type	Full-time and part-time
Employment status	Permanent and Temporary

About St Mary's College Gunnedah

St Mary's College Gunnedah is a Catholic co-educational secondary school serving the Gunnedah region in North-West NSW. With a population of around 400 students, St Mary's provides a holistic Catholic education in a caring and stimulating environment following the tradition of the Sisters of Mercy who founded the College in 1879.

St Mary's College Gunnedah has always had a strong academic focus with many students progressing to university studies. An active Vocational Educational and Training program has also provided students with a successful pathway into apprenticeships and traineeships.

Cultural pursuits have always been a part of St Mary's College and the band and choir prove very popular with students and parents. A comprehensive sporting program provides students with an opportunity to excel, representing the College at the NSW Combined Catholic Colleges (CCC) and State levels.

St Mary's College is located in Gunnedah, situated in the heart of the Namoi Valley on the Oxley Highway and is approximately 450 kilometres from Sydney, 310 Kilometres from Newcastle and 655 kilometres from Brisbane. Gunnedah has a growing population with approximately 12,700 people residing in the Shire, which includes 5 outlying villages. There are currently 10,000 residents living within the Township. Gunnedah Shire covers an area of 5,092 square Kilometres including Gunnedah as the hub of the Shire. Outlying villages include Curlewis and Breeza to the southeast, Carroll to the east and Tambar Springs and Mullaley to the southwest.

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

Commencement

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

Key Responsibilities

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

Key area	Task
Classroom teaching	<p>All teachers employed in the Diocese of Armidale:</p> <ul style="list-style-type: none"> ● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community. ● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported. ● Plan, prepare, record, evaluate and report on work to be undertaken by classes. ● Use contemporary pedagogy and high-yield strategies to meet students' individual needs. ● Identify learner needs, conferring with specialist staff in the school as required. ● Communicate in a clear, respectful and professional way in order to optimise each student's development. ● Attend all lessons and be punctual to class. ● Maintain professional confidentiality with regard to students and their families.

	<ul style="list-style-type: none"> ● Be proficient in the use of ICTs as a teaching and administrative tool.
Record keeping and reporting	<ul style="list-style-type: none"> ● In a timely manner, assess and provide effective feedback on students' work and keep complete and accurate records of each student's progress. ● Communicate with parents in written reports and parent teacher interviews, and at other times as required. ● Carry out administrative tasks thoroughly and punctually.
Other duties	<ul style="list-style-type: none"> ● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues. ● Help to enable the best use of shared resources. ● Undertake playground, class and other supervisions according to rosters as required. ● Work with colleagues to review and develop the curriculum and write course documents. ● Attend and actively participate in staff and faculty professional development meetings, as required.
Professional development	<ul style="list-style-type: none"> ● 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. ● Contribute to the professional development of other staff members by proactively sharing knowledge, ideas and resources ● Actively participate in coaching to further develop self-nominated skills and abilities.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent ● Ensure all administrative tasks associated with the position are completed efficiently and effectively.

St Mary's College Gunnedah reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at St Mary's College Gunnedah

- 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.
- 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.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with St Mary's College is conditional upon successful applicants having or obtaining a valid current NSW Working with Children Check Clearance.

Selection criteria

Essential criteria

- Appropriate teaching qualifications and current NESA registration.
- Demonstrated knowledge of content and pedagogy associated with a secondary faculty (7-12).
- 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 St Mary's College on (02) 6742 2124.

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.