

# Classroom Teacher

## St Joseph's Primary School Mungindi

### Position Description

[Click here to apply.](#) Applications close 4 July 2022.

<b>Position level</b>	NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)
<b>Base salary range (Full-time)</b>	\$66,494 - \$117,060 per year (based on skills, experience & NESA accreditation)
<b>Reports to</b>	Principal
<b>Location</b>	St Joseph's Primary School Mungindi
<b>Special Geographic Allowance</b>	\$3,009 gross per annum
<b>Placement allowance (Full-time)</b>	\$2,600 per annum (paid as a salary loading fortnightly) for a maximum of 4 years
<b>Bonus Payment (Full-time)</b>	A bonus is payable at the end of each year of service as follows; Year 1            \$2,000 Year 2            \$3,000 Year 3            \$4,000 Year 4            \$5,000
<b>Relocation Subsidy</b>	Reasonable relocation expenses
<b>Accommodation Assistance</b>	Accommodation assistance may be negotiated with the successful applicant
<b>Employment type</b>	Full-time
<b>Employment status</b>	Permanent

## **About St Joseph's Mungindi**

St Joseph's Primary School Mungindi is a unique Catholic school committed to teaching the core catholic principles and values.

At our school we incorporate a spirit of community, to recognise the qualities of each individual and encourage optimal learning with an ongoing appreciation of the environment.

On the 21st January 1924 four Sisters from the Gunnedah Congregation, Sisters of Mercy, were appointed to Mungindi. On the 24th January the Sisters opened a school, known as St. Brigid's until 1930 when a new school was built and given the name St. Joseph's. At the end of 1975 the Sisters of Mercy withdrew from the school but continued to administer the Boarding School until 1980. In 1981 The Little Company of Mary came to Mungindi where they conducted the Boarding School until 1983. In 1984 the Sisters of St. Joseph's came to Mungindi. We are very fortunate to have the presence of the Sisters who have a huge impact on both our school, parish and surrounding communities.

At St. Joseph's we have a great leadership team who thrives on change, diversity and progress. By using current theory and evidence to improve professional practice, the focus has continued to be on student growth and improvement. The opportunities being afforded to our students is of the highest quality and meets the diverse range of learning needs. St. Joseph's Annual Improvement Plan has been the catalyst to our success are:

- Embedding Catholic principles and values
- The development of collaborative teaching and learning practice
- The development of agreed literacy and numeracy practice
- Staff really knowing the students and their needs; using evidence based data
- Student ownership of learning
- Working in partnership with parents

At St Joseph's Primary, Mungindi we aim to provide our children with many opportunities to experience personal excellence as they grow and develop in our care.

For further information on the school, please visit <https://stjosephsmungindi.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>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> <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> </ul>

	<ul style="list-style-type: none"> <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.</li> <li>● 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> <li>● Ensure all administrative tasks associated with the position are completed efficiently and effectively.</li> </ul>

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

### **General expectations of staff at St Joseph's Primary School Mungindi**

- 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 Joseph's Primary 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 NESAs registration.
- Demonstrated knowledge of pedagogy associated with K-6 teaching.
- 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 Mrs Deb Harrison, Principal on (02) 6753 2327 or via email [dharrison@arm.catholic.edu.au](mailto:dharrison@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.

## Vaccination Requirements

All NSW school staff are required to have received two doses of an approved COVID-19 vaccine or have a valid contraindication medical certificate in accordance with the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2021](#). These requirements are essential to gain employment with the Catholic Schools Office Diocese of Armidale. Your vaccination status may be discussed as part of the recruitment and selection process.

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