

# Classroom Teacher

## St Edward's Primary School Tamworth

### Position Description

[Click here to apply.](#) Applications close 2 December 2022

|                                      |   |
|--------------------------------------|---|
| <b>Position level</b>                | NSW and ACT Catholic Systemic Schools Enterprise Agreement 2020<br>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 Edward's Primary School Tamworth   |
| <b>Employment type</b>               | 0.6 FTE - 1.0 FTE (negotiable)  |
| <b>Employment status</b>             | Permanent   |

### About St Edward's Tamworth

St Edward's Primary School, located in Tamworth, is the largest Catholic Primary School in the Armidale Diocese. With a large K-6 dual campus, the school has grown to 551 students and is in its 67th year of operation.

St Edward's Primary aims to create a fun-filled engaging environment to grow each child's faith in their future. The core values of the school are love, teamwork, respect, caring, integrity, acceptance, learning, doing your best, fun and friendship which are all integral to the St Edward's Primary School Community.

With a population of over 60,000, Tamworth was named the "perfect country town" by an Australian Traveller magazine. Tamworth provides the best of both worlds - the ease of a country lifestyle and the convenience of city facilities. Tamworth is cool in winter and pleasantly hot in summer, a place where you can choose your pace - take a rest or feel the rhythm. You'll discover unique experiences, rich landscapes and world-class events year-round, including the largest country music festival in the southern hemisphere, a festival celebrating our enviable local produce and a festival celebrating cultural diversity.

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

## Commencement

The commencement date for this position will ideally be 27 January 2023.

## 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 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></ul>  |

|                                 |   |
|---------------------------------|---|
|                                 | <ul style="list-style-type: none"> <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 NES. 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 as directed by the principal.</li> </ul>  |

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

## **Selection criteria**

### **General expectations of staff at St Edward's Primary School Tamworth**

- 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 Edward's Primary School Tamworth 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 Jake Madden, Principal on 02 67657847 or email [jmadden3@arm.catholic.edu.au](mailto:jmadden3@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 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.*