

# Secondary Teachers - In any Key Learning Area

## St Philomena's School Moree

### Position Description

[Click here to apply.](#) Applications close 20 March 2024.

<b>Position level</b>	NSW and ACT Catholic Systemic Schools EA 2023 NSW Teacher - Salaries (Standards)
<b>Base salary range (Full-time)</b>	\$85,000 - \$129,948 gross per annum (based on skills, experience & NESA accreditation)
<b>Reports to</b>	Principal
<b>Location</b>	St Philomena's School Moree
<b>Employment type</b>	Full time
<b>Employment status</b>	Permanent

### About St Philomena's School Moree

Our mission is to provide students with a Catholic education in a caring, disciplined environment where striving for excellence and respect for others are promoted.

Located in the agricultural shire of Moree, St Philomena's School is a coeducational Catholic central school, offering a K-10 educational experience. It is distinguished from other local schools by our focus on faith development and a commitment to values based education. St Philomena's is a systemic Catholic school, part of a system of twenty four schools in the Armidale Diocese. Established in 1898, with the original site in East Moree, St Philomena's follows in the footsteps of Catherine McAuley, founder of the Sisters of Mercy, and Edmund Rice, founder of the Christian Brothers. Both founders believed in the life giving power of education. St Philomena's is a significant part of St Francis Xavier's Parish and exists within that community to support parental efforts in the development of the faith of their children. By enrolling your child at St. Philomena's, you have openly, and at a personal cost, affirmed your belief in the basic value of a Catholic Education.

St Philomena's School recognises the importance and value of family. It invites parents to share an active involvement in the life of our school and offers a variety of opportunities for parent participation. We believe that this enhances each child's education through strong home-school relationships. Our school is a place of welcome, involvement and belonging, where a strong emphasis is placed upon pastoral care for

all members of the community. St Philomena's School functions as one school, with primary and secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Within a caring learning environment, characterised by strong parental involvement, devoted and experienced staff create educational experiences which inspire a lifelong love of learning.

St Philomena's School reflects educational change. It is embracing innovative teaching practice and rethinking how it delivers education, to be able to offer today's young people an education that is relevant to the way they live and will work in the 21st century. We value the importance of daily literacy and numeracy blocks in prime learning time and the development of critical thinking skills, with an independent approach to learning, emphasised in both the primary and secondary departments.

There is a strong sense of community at St Philomena's School. With a dedicated staff, an active Parents and Friends Association and a progressive School Advisory Council, the school is part of a vibrant and supportive parish.

For further information on the school, please visit <http://www.stphilomenasmoree.nsw.edu.au/index.php>

## **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 Secondary faculty.

## **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
<b>Classroom teaching</b>	All teachers employed in the Diocese of Armidale: <ul style="list-style-type: none"><li>● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community.</li></ul>

	<ul style="list-style-type: none"> <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> <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 NESA.</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 Philomena's School Moree reserves the right to alter roles and responsibilities requirements as required.

## **General expectations of staff at St Philomena's School Moree**

- 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.
- Comply with the Framework for the Accreditation of Staff in Catholic Schools.
- Employment 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 secondary faculty (7-10) in any Key Learning Areas.
- 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.

## **Application**

For questions regarding the professional nature of this position, please contact St Philomena's on (02) 6752 1577 or email [sfleming@arm.catholic.edu.au](mailto:sfleming@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.*