



# O'CONNOR CATHOLIC COLLEGE

*Armidale*

## Secondary Teachers - In any Key Learning Area Position Description

[Click here to apply.](#) Applications close 20 May 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>	O'Connor Catholic College, Armidale
<b>Employment type</b>	Full time
<b>Employment status</b>	Permanent

### About O'Connor Catholic College Armidale

O'Connor Catholic College is a co-educational high school, from Years 7-12 which began in 1975 with the amalgamation of two of Armidale's longest established schools; St Ursula's College and De La Salle College. With a population of around 550 students, O'Connor is committed to the vision of being a faith filled community working collaboratively to enhance the learning for all, resulting in students who are creative, confident and informed people ready to make a difference in our world.

The staff at O'Connor are committed to creating learning opportunities for everyone. At O'Connor, learning encompasses faith learning which is integral to the mission as a Catholic school, academic learning so that every student achieves the best learning outcomes and wellbeing and resilience skills which are important for a healthy, balanced life.

O'Connor is located in Armidale, situated halfway between Sydney and Brisbane and only two hours from the coast. Armidale is a major city with a population of 24,500 people, which rests high on the Northern Tablelands and is known for its four distinct seasons. The Armidale region boasts spectacular gorges, world-heritage national parks, cool-climate vineyards and waterfalls including the Wollomombi Falls which are one of the highest in Australia. It is an ideal area for those who enjoy outdoor adventures including canyoning, mountain climbing, biking, bird watching or trout fishing. Galleries, museums, fine foods and a vibrant event calendar including festivals, music, theatre, markets, book fairs and major sporting events guarantee an experience suitable for all ages. Armidale is rich in heritage with grand cathedrals, colonial buildings and is home to the University of New England.

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

## 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>	<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> </ul>

	<ul style="list-style-type: none"> <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 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>

O'Connor Catholic College reserves the right to alter roles and responsibilities requirements as required.

### **General expectations of staff at O'Connor Catholic College**

- 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 (7-12) 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 Phillip Gibney, Principal on (02) 6772 1666.

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.*