



Position Description

Position Title	Specialist Teacher
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Mary's Primary School
Location	Inglewood
Enterprise Agreement and or Award	Victorian Catholic Education Multi-Enterprise Agreement 2018
Classification	Dependent upon experience
Remuneration	Dependent upon experience
FTE	0.2FTE
Status	12 months Fixed Term Position commencing January 2023
Reports to	Principal

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

Established in 1860, St Mary's Inglewood is a faith filled community, centred on the person of Jesus and guided by Gospel values. Within our community, we are committed to fostering the holistic development in each student, to enable them to reach their full potential.

St Mary's values the strong links and connections that have been established with the local community.

Position Summary

The role of Specialist Teacher (one day per week) will be responsible for teaching Performing Arts (Music, Dance & Drama) and Visual Arts (Visual Arts & Media Arts) throughout the 2023 school year. There will also be a generalist teaching component to the role as the Specialist Teacher will release a classroom teacher for their Position of Leadership time release.

The Specialist Teacher will be required to teach the Arts in a multi-age classroom environment, Foundation - Grade Six, and differentiate activities and assessments accordingly. The Specialist Teacher works to ensure their priorities focus on quality teaching and learning, and the wellbeing of students and colleagues. This position is expected to maintain a high level of diverse educational methods designed to educate students whilst always adhering to the Victorian and Australian Standards of Teaching.

Statement of Duties & Key Responsibilities

Leadership	<ul style="list-style-type: none">● Have the content knowledge and pedagogical practice to meet the diverse needs of all students.● Provide advice about the content, processes and strategies that will shape individual and school professional learning.● Use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.● Actively and publicly promote and support St Mary's, its mission, vision and values.● Work collaboratively and professionally with staff and the wider St Mary's community.● Develop and maintain a Professional Learning Plan and participate in Practice Analysis Conversations and Professional Learning to continually improve practice.● A strong commitment to Catholic Education and Catholic Identity.
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	<ul style="list-style-type: none"> ● Work closely with the Leadership Team to ensure the development and implementation of a comprehensive curriculum program. ● Adhere to Child Safe, VIT and Catholic Education Sandhurst Codes of Conduct.
Student / Staff Support	<ul style="list-style-type: none"> ● NCCD adjustments made for students. Including recording evidence and monitoring effectiveness of adjustments. ● Provide a child safe environment in accordance with the child safe standards, policies and practices. ● Implement effective student management consistent with the St Mary's Behaviour Management Policy and Procedures. ● Maintain current registrations and certificates (e.g., VIT, Mandatory Reporting, Disability Standards and Anaphylaxis, etc). ● Handle confidential information in an appropriate manner. ● Adhere to Office Administration procedures. E.g., Completing Leave Forms, Maintaining Class Budgets and Resources, etc. ● Communicate effectively with staff and the school community.
Operations	<ul style="list-style-type: none"> ● Units of work and weekly plans developed according to St Mary's procedures and aligned with the Victorian Curriculum. ● Monitor, assess and report on student learning. ● Planning, assessment and record keeping in line with St Mary's procedures and policies. ● Maintain records of class attendance and recording student progress ● Implement strategies to achieve targets related to student learning outcomes. ● Direct teaching of groups of students and individual students ● Undertaking other classroom teaching related and organisational duties as determined by the school. ● Contributing to the development, implementation and evaluation of the curriculum program within the school. ● Undertaking other non-teaching supervisory duties (e.g., yard duty and excursions). ● Contribute to creating a safe workplace and adhere to Occupational Health and Safety policies, procedures and rules within the workplace.
Events	<ul style="list-style-type: none"> ● Attend relevant school meetings and professional learning opportunities. ● Participate in relevant after school masses and community events.

	<ul style="list-style-type: none"> ● Curriculum specific events and excursions (e.g., Art Show, Choral/Music Presentations, etc). ● Prepare presentations when required (e.g., Production or Art Show) for key school events, e.g., Masses, Assemblies, other important events.
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements

and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary qualifications in Education. • Registration with the Victorian Institute of Teaching (VIT).
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience and proven record in effective primary school learning and teaching skills, including management of composite classes/ mixed age and ability classes. • An understanding and willingness to work within the AITSL standards framework and the Victorian Teaching Profession's Code of Conduct. • Demonstrated understanding of contemporary learning and professional learning practices. • Passion for Performing Arts and/or Visual Arts.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices and embed this into all aspects of the curriculum. • Demonstrated understanding of the Church's teachings, the school's vision and mission and the Catholic teacher's role in the mission of the church.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children as well as have an understanding of cultural safety of children from culturally and or linguistically diverse backgrounds. • Demonstrated understanding of legal obligations relating to child safety including mandatory reporting.
	Skills and Attributes	<ul style="list-style-type: none"> • Proven experience in using ICT to teach subject areas including but not limited to Google Applications. • Proven ability to work as part of a team.

		<ul style="list-style-type: none"> ● Well-developed communication and interpersonal skills with the capacity to continue to build strong relationships with students, staff, parents and our parish community. ● Demonstrated capacity to participate in a range of school activities including Art Shows, Productions and liturgies.
Desirable		<ul style="list-style-type: none"> ● Specific training and experience in the Arts - Performing and Visual arts. ● Accreditation to teach within a Catholic school or accreditation to teach Religious Education (or willingness to commence upon appointment). ● First Aid Certificate. ● Anaphylaxis Certificate.