



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

English Teacher Years 7-12 (1.0 FTE Ongoing)

Commencing 28 January 2025. St Edmund's College is seeking a suitably qualified English teacher.

To be appointed to this position to teach in the ACT, the applicant will need an ACT TQI Registration and a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Kristen Ellis via employment@sec.act.edu.au if you have further questions.

Applications close: 9am Monday 2 September 2024, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@sec.act.edu.au



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ROLE DESCRIPTION: CLASSROOM TEACHER

Legal Requirements:

To teach in the ACT it is a condition of employment that all teachers retain current ACT Teacher Registration (TQI), a prerequisite of is a current Working with Vulnerable People (WWVP) registration.

All staff must demonstrate commitment to the aims of Catholic Education in the Edmund Rice Tradition.

LEARNING ENVIRONMENT

A St Edmund's Teacher:

- creates a learning environment that stimulates learning and promotes each student's personal best, where students are both challenged and supported;
- ensures good class room management skills are maintained;
- recognises that students of mixed ability and diverse backgrounds need to be catered for;
- shares with students a code of conduct which enables students to work productively in a fair environment;
- is conversant with the relevant teaching discipline and syllabus;
- embraces ICT and its applications for teaching and learning;
- maintains effective communication with the Diverse Learning Faculty;
- supports and espouses the values of the Catholic Church in the teaching and learning environment;
- ensures class rolls and attendance are strictly monitored.
- uses a variety of teaching strategies;
- maintains a clean, tidy and healthy classroom;
- is aware of emergency procedures for students' safety and specific safety procedures relating to the subject or activities taught;
- enables students to make good use of all resources;

CURRICULUM

A St Edmund's teacher:

- develops courses in harmony with the values and the educational purpose of the school, their faculty, the Department and the BSSS;
- is prepared to work in a collaborative environment, sharing and developing teaching resources with faculty or school teams;

- participates in regular review of courses;
- in consultation with the Head of Faculty, plans a consistent, coherent and relevant learning program which meets the needs of the students;
- keeps adequate records of courses and programs;
- actively engages students in the teaching and learning process, illustrating that learning is an active and collaborative venture;
- considers the students' own experience to be a fundamental and valuable resource;
- where possible and appropriate, negotiates with students, giving them the opportunity to make choices and decisions, to take risks and to set their own goals.

ASSESSMENT AND EVALUATION

A St Edmund's teacher:

- develops appropriate assessment procedures and modes of reporting assessment in consultation with the Assistant Principal Teaching and Learning and colleagues;
- as a member of a professional academic team, ensures that reports are informative, accurate and meet deadlines;
- uses a range of assessment and evaluation techniques;
- assesses and returns work promptly to students;
- encourages students to reflect on their work and the process they have gone through to achieve it;
- where appropriate, encourage students to set their own goals and evaluate their own outcomes;
- explains criteria of assessment to students in advance, so they can understand the relevance of the grade and comments and use the information constructively in future work;
- pinpoints students' need, conferring with the Diverse Learning Faculty and liaising with parents/guardians;
- keeps records of students' progress;
- proactively communicates with parents;
- provides timely and constructive feedback.

PASTORAL CARE

Pastoral care of each individual is of paramount importance in the school and to this end, all new staff are assigned to a House. As a Tutor, a member works in partnership with the Head of House in all matters relating to the overall care of the student.

A St Edmund's teacher:

- communicates with students, fellow staff and parents in a respectful, clear, caring and professional way;
- participates with others to create and run appropriate pastoral programs for

students;

- establishes rapport with students and provides encouragement;
- serves as a positive role model for students;
- maintains professional confidentiality on information about students;
- seeks advice from, works co-operatively with and/or refers students to, specialists staff where appropriate;
- is proactive in communicating with parents and responds promptly to calls or enquiries.
- supports fellow staff professionally in all areas of school life;
- keeps appropriate records;
- works with their House Team to provide a safe environment physically, academically and emotionally.

PROFESSIONAL LEARNING

A St Edmund's teacher:

- participates generously in all elements of Edmund Rice formation provided by the College for staff in various stages of their service;
- keeps abreast of current development in educational thinking, curricula and teaching practice;
- attends relevant professional learning opportunities and reports to the relevant Head of Faculty on the outcomes;
- contributes to the professional learning of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team.

RELATED DUTIES

A St Edmund's teacher:

- can be relied on to carry out supervisory duties as required, including active grounds duty and exam supervision;
- takes an active involvement in the life of the College and supports it formally and informally within and beyond the College;
- attends and participates wherever possible in all departmental and general staff meetings;
- carries out the administrative requirements associated with classroom teaching;
- dresses appropriately for a professional educator;
- in dealing with students, demonstrates at all times a support of College rules;
- attends parent/teacher interviews;
- attends speech days and church services of the College;
- attends parent / teacher interviews, Assemblies and whole school events;
- is prepared to attend and participate in College camps.

CO-CURRICULAR

There is a contractual expectation that all teachers at St Edmund's College will involve themselves in the co-curricular activities offered to students at the College.

A St Edmund's teacher:

- gives time to the College after school and/or on the weekends to fulfill their Co- curricular obligations;
- in consultation with the Co-curricular Manager plans a consistent, coherent and relevant program in their area of co-curricular activity;
- provides the appropriate duty of care and supervision to the students in their charge.

SELECTION CRITERIA

Applicants are to provide a three-page statement which outlines their suitability for the role based on the 3 domains of teaching from the Australian Professional Standards for Teachers (Professional Knowledge, Professional Practice and Professional Engagement).