



Position Description

Position Title	Casual Relief Teacher (CRT)
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Monica's
Location	<i>Kangaroo Flat</i>
Enterprise Agreement and or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Teacher
Remuneration	Teacher classification dependent upon experience + 25% loading
Status	Casual
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

St Monica's was built by Dr Henry Backhaus in 1860. In 1920 the Sisters of Mercy took over St Monica's, with 58 pupils enrolled.

The school is situated in the Bendigo suburb of Kangaroo Flat. St Monica's offers the local community a comprehensive curriculum that supports and empowers its students to become independent, socially aware, lifelong learners.

St Monica's has a dedicated, committed, and caring staff who believe the profession is a call to service. Catholic Social Teachings give our students opportunities to support others who are locally and globally less fortunate.

Key Responsibilities

<p>Contemporary Teaching</p>	<ul style="list-style-type: none"> ● Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs. ● Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV. ● Employ a variety of effective teaching strategies to effectively implement the curriculum set by the regular teacher. ● Understand and implement the strategies outlined in the school collective commitments that have been developed to ensure school wide consistency in the curriculum areas of English and Mathematics. ● Understand state and national course requirements. ● Keep accurate records of student attendance. ● Embrace the use of information and communications technologies to enhance learning. ● Engage in learning progress discussions. ● Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress. ● Liaise with appropriate support staff in the implementation of the curriculum
<p>Pastoral Care and Child Safety</p>	<ul style="list-style-type: none"> ● Be familiar with and comply with the organisations childsafe policy and code of conduct, and any other policies relating to child safety.

	<ul style="list-style-type: none"> ● Assist in the provision of a child-safe environment for students. ● Demonstrate duty of care to students in relation to their physical and mental wellbeing ● Proactively monitor and support student wellbeing ● Exercise pastoral care in a manner which reflects school values. ● Implement strategies which promote a health and positive learning environment. ● Attend all school assemblies scheduled on the day of engagement. ● Attend school liturgical celebrations scheduled on the day of engagement
Curriculum Development	<ul style="list-style-type: none"> ● Deliver the curriculum material provided by the absent teacher Maintain a teaching focus on excellence in student learning outcomes. ● Develop assessment instruments in a collaborative manner. ● Effectively manage the classroom program.
Professional Development	<ul style="list-style-type: none"> ● Have current knowledge of curriculum initiatives in your teaching areas. ● Commitment to ongoing professional development in your teaching areas of expertise. ● Be open to researching areas of interest relevant to directions provided in the school's strategic plan. ● Continue development of information technology skills as technologies evolve. ● Participate in the staff appraisal process.
General and Administrative Duties	<ul style="list-style-type: none"> ● Contribute to a health and safe work environment for yourself and others and comply with all safe work policies and procedures. ● Maintain currency of first aid, mandatory reporting, and anaphylaxis training. ● Demonstrate duty of care to students in relation to physical and mental wellbeing. ● Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and

	<p>faith days as well as professional learning opportunities scheduled on the days the casual teacher is rostered.</p> <ul style="list-style-type: none"> ● Attend and be an active member of staff meetings, domain, and year level team meetings as relevant to specific duties. ● Participate in duty supervision as rostered and other supervision duties when required. ● Demonstrate professional and collegiate relationships with colleagues. ● Uphold the professional standards expected of a teacher. ● Be open to shared learning opportunities for staff, students, and the wider community through involvement in the school communities.
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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 also 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"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • First Aid Certificate inclusive of Anaphylaxis
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience and proven record in effective teaching skills. • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum. • A willingness to share knowledge in a collaborative classroom. • An understanding and willingness to work within the AITSL standards framework. • Demonstrated understanding of contemporary learning and professional learning practices. • Demonstrated ability to work with students, parents, and teachers to provide a supportive learning environment that embraces challenges with confidence and resilience.

	Commitment to Catholic Education	<ul style="list-style-type: none"> ● Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst
	Commitment to Child Safety	<ul style="list-style-type: none"> ● Experience working with children. ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children. ● Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) ● Be a suitable person to engage in child-connected work
	Skills and Attributes	<ul style="list-style-type: none"> ● Proven experience in using ICT to teach subject area including but not limited to Google Applications and Microsoft suite. ● Proven ability to work as part of a team. ● 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 school sports, sacramental programs, liturgies, and school camps/excursions. ● A willingness to share knowledge in a collaborative classroom
Desirable	Education and Experience	<ul style="list-style-type: none"> ● Accreditation to teach within a Catholic school or accreditation to teach religious education (or willingness to commence upon appointment). ● Experience in managing composite/mixed ability classes.