



# MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is an innovative and contemporary learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs which are respectful and responsive to the individual needs of approximately 1,750 students from Years 7-12.

Our community invites passionate engagement in lifelong and authentic learning. We respect diversity and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

## English Teacher

We are seeking a passionate English Teacher to be part of our growing College community.

This role is perfect for an enthusiastic and creative Teacher who can be a role model for our students, demonstrate a professional and collegial approach to staff, and display excellent communication for our College families.

### About You:

- A contemporary teacher comfortable with using multiple teaching techniques to engage students in learning
- An ability to foster a welcoming and calm learning environment which promotes positive behaviour
- Demonstrated pastoral approach towards student and staff relationships
- Highly organised and structured
- Attentive to the learning diversity needs of students
- A demonstrated commitment to work in a Catholic Education environment.

### Knowledge Skills & Abilities:

- Bachelor degree in a relevant discipline.
- Current VIT registration.
- Current First Aid/CPR certificate.
- A demonstrated understanding of social, and emotional issues connected to student life.
- Excellent written and oral communication skills.

### The Benefits

- **Permanent full-time position, part time will also be considered.**
- Be part of a team of dedicated educators
- Ongoing Professional Development
- Terms and conditions as per the Catholic Education Multi Enterprise Agreement 2022
- The successful applicant can commence immediately or at a negotiated date.



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## Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- Application for Employment Form.
- A current Curriculum Vitae.
- A covering letter.

Completed applications can be emailed to [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

**Please note:** Applications will be considered as they are received, and appointments will be made throughout the process.

***Pre-service teachers are also encouraged to make contact about opportunities.***

**Further information** If you have any questions about this role please contact Michael Trainor, Director People & Culture on 0439 560 092.



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## Position Description

Position	Teacher
<b>Contemporary Teaching</b>	<ul style="list-style-type: none"> <li>• Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs.</li> <li>• Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV</li> <li>• Employ a variety of effective teaching strategies to effectively implement the curriculum.</li> <li>• Give appropriate time to lesson planning and organisation.</li> <li>• Understand state and national course requirements.</li> <li>• Keep accurate records of student attendance.</li> <li>• Embrace the use of information and communications technologies to enhance learning.</li> <li>• Engage in learning progress discussions.</li> <li>• Write formal academic reports that conform to report writing guidelines.</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress.</li> <li>• Liaise with appropriate support staff in the implementation of the curriculum</li> </ul>
<b>Professional Practice</b>	<p>Teachers in Victoria are committed to the learning and wellbeing of the students they teach and make a significant contribution to the communities in which they work. They respect the individuality, capacity and backgrounds of their students and maintain high expectations for student learning.</p> <p>Teachers are committed to the continuous development of their professional knowledge and practice. They work collaboratively, using research and evidence derived from theory and practice, to improve education and build effective communities of learners.</p> <p>Teachers share an essential and privileged responsibility with parents and communities to care for all young people, and to discover and develop their potential to learn independently and critically throughout their lives.</p>
<b>Pastoral Care &amp; Child Safety</b>	<ul style="list-style-type: none"> <li>• Provide students with a child safe environment.</li> <li>• Be familiar with and comply with MacKillop’s child safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Demonstrate a duty of care to students in relation to their spiritual, physical, and mental wellbeing.</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects our College mission</li> <li>• Implement strategies which promote a healthy and positive learning environment.</li> <li>• Share in the responsibility for ensuring the presentation of all students meets College’s expectations.</li> </ul>



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<p><b>Curriculum Development</b></p>	<ul style="list-style-type: none"> <li>• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach.</li> <li>• Develop assessment instruments in a collegial manner where whole group testing takes place.</li> <li>• Evaluate digital learning materials and make recommendations to subject coordinators about their implementation.</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum.</li> <li>• Attend subject meetings as scheduled</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Have current knowledge of curriculum initiatives in your teaching areas.</li> <li>• Commit to ongoing professional development in your teaching areas.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> <li>• Participate in the staff appraisal process.</li> <li>• Be an active member of a relevant professional association as duties permit.</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator</li> </ul>
<p><b>Co-Curricular Involvement</b></p>	<ul style="list-style-type: none"> <li>• Support and be involved in the co-curricular program.</li> <li>• Proactively encourage students to participate in co-curricular activities.</li> <li>• Act as a role model for participating students.</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity.</li> <li>• Create and maintain a safe environment in which students may enjoy their participation.</li> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> </ul>
<p><b>General and Administrative Duties</b></p>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of first aid, mandatory reporting, and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Abide by the College's privacy policy and observe the strictest confidentiality of all information.</li> <li>• Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities.</li> <li>• Participate in duty supervision as rostered and other supervision duties when required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Uphold the professional standards expected of a teacher.</li> <li>• Other duties as directed by the principal</li> </ul>
<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>• A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church</li> </ul>



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	<ul style="list-style-type: none"> <li>• A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>• A capacity to integrate the Church’s teachings into all aspects of curriculum</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience working with children.</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Teaching qualifications</li> <li>• Current Victorian Institute of Teaching (VIT) registration</li> <li>• Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> </ul>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Accreditation to Teach Religious Education</li> <li>• Relevant post-graduate studies (or working towards such qualifications)</li> <li>• Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum</li> <li>• Demonstrated experience in using ICT to teach subject area.</li> <li>• Preference for experience in inquiry-based learning and use of student data to maximise learning outcomes</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Excellent interpersonal and communication skills</li> <li>• Excellent oral and written communication skills, including ability to communicate with students, parents and the school community.</li> <li>• Experience and proven record in effective learning and teaching skills.</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with students.</li> <li>• Experience in policy development and policy writing skills (preferred), with strong attention to detail.</li> <li>• Ability to manage tasks with minimal supervision.</li> <li>• Ability to develop and maintain excellent working relationships with key stakeholders.</li> <li>• Capacity to work to tight timelines</li> <li>• Proven capacity to work independently and interdependently.</li> <li>• Demonstrated organisational skills including strong attention to detail.</li> <li>• Proven time-management skills</li> <li>• Exhibited self-motivation.</li> <li>• Ability and willingness to accept policy directives</li> <li>• Displayed maturity</li> </ul>



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I accept the above duties for the position at MacKillop College

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_