



St Mary's College

Emergency Teacher Role Description

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy in Ireland (1831). In 1900 the Sisters were invited to Seymour and since that time Catholic education has served Seymour and district for over 135 years.

With a dedicated staff, visionary College Board, committed P&F and supportive parish led by Fr Eugene Ashkar, St Mary's continues to enrich the lives of all students. The College motto, 'Protect and Care for Us' reminds all that every member of our College community is valued. Our College offers a welcoming, inclusive environment which allows students to effectively learn because they feel safe and nurtured.

St Mary's provides a F-10 Catholic educational pathway within the Archdiocese of Melbourne led by Archbishop Peter Comensoli and Executive Director, Mr Jim Miles. Our College has a dedicated staff supporting the holistic learning success of all students while nurturing a personal relationship with Christ.

We hold the spirit, culture and traditions as vital to the formation of our students in educating for an ever-changing world. St Mary's is a dynamic learning environment where the nature of our school is seen in the academic and extracurricular achievements of all students regardless of age or need. We set high expectations and pride ourselves in providing a learning environment where every student can feel happy and safe. We place priority on the importance of developing literacy and numeracy skills. Our students are well prepared for the rigor of ongoing study and we instill in our students the importance of being the future leaders in their local community and beyond.

A holistic education brings together faith, community, friends and learning. We strive to develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement. Students are asked to 'Act Justly, Show Respect and Do Their Best' to make a difference in the lives of others. Our community fosters the mindset that all things are possible when individuals truly believe in their God-given gifts and abilities and who never give up on their future dreams. Academic success, student wellbeing and faith formation go hand in hand to help students to grow from wide eyed, curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

St Mary's College has a committed staff who go above and beyond for the students. We value the role that parents, carers and grandparents play in the education of their children.

Our teachers support the vision and values of the College community and the College's Mercy values. We work collaboratively at St Mary's to meet the individual needs of students. Our teachers as role models inspire the students through their enthusiasm and passion for teaching. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Best wishes

Wayne Smith
Principal

DipEd(ACU) DipREd(ACU) BEd(ACU) GradCertEdAdmin(Edith Cowan)
GradDipREd(ACU) MEdAdmin(Charles Sturt) MTheoSudies(BBITAITE)

St Mary's College Vision Statement

*A welcoming Catholic community that respects our heritage and looks to a sustainable future.
We inspire learning excellence, resilience and service to others.*

Mercy Ethos and Values

Compassion: responding to vulnerability with care and concern

Justice: seeking fair and equitable outcomes for all

Respect: treating all whom we meet with joy and kindness

Hospitality: offering welcome and comfort

Service: dedicated to proclaiming God's love through word and deed

Courage: willing to speak up and speak out in response to injustice

ROLE PURPOSE

An Emergency Teacher at St Mary's College Seymour is responsible to the Principal for the delivery of high quality teaching and learning experiences.

All teachers at St Mary's work in a collaborative way enhancing student outcomes and promoting Mercy Values through the College's vision, mission and strategic plan.

ACCOUNTABILITY

Reports to:	Principal, Deputy Principals
Internal liaisons:	Daily Organiser, Level Coordinator, staff and students
External liaisons:	Parents

CONDITIONS

Conditions are as per the *VCMEA 2018*.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

Position Description – Emergency Teacher

STATEMENT OF DUTIES	
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment • Be familiar with and comply to the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Support student wellbeing • Exercise pastoral care in a manner which reflects College policies and values • Use strategies which promote a healthy and positive learning environment • Demonstrate duty of care for student physical and mental wellbeing • Uphold the professional standards expected of a teacher •
Curriculum Development	<ul style="list-style-type: none"> • A well informed educational vision which demonstrates understanding and contemporary learning practices including IT, research and pedagogy • Evidence of skill in using data to inform teaching practice and to differentiate learning to enable every child to experience success • Exemplary learning and teaching skills with the capacity and desire to share this knowledge within a collaborative environment • Adhere to system/state requirements including the standards of professional practice – Australian Standards of Teaching
Professional Development	<ul style="list-style-type: none"> • Professional and collegial in relationships with others
General and Administrative Duties	<ul style="list-style-type: none"> • Comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Attend all relevant meetings and events including out of hours • Participate in supervision as rostered and other required supervision duties • Other duties as directed by the Principal

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church's teachings into all aspects of curriculum • Understand the importance of nurturing a personal relationship with Christ
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

Education and Experience	Essential: <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team; proactive; willing to show initiative and can listen • Very good oral and written communication skills, including ability to communicate with children, parents and the school community • Proven effective learning and teaching skills; management of staged/mixed ability classes • Can value add in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Ability and willingness to accept policy directives • Values professional/personal presentation; enthusiastic & motivated to contribute • Maintain high work standards with minimal supervision • Flexible and able to operate effectively in a changing environment

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- A demonstrated understanding of child safety and of appropriate behaviours when engaging with children.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *Victorian Catholic Education Multi Employer Agreement (VCEMEA) 2018 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. Employees should:

- take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- follow established safe working procedures, instructions and rules;
- cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- not wilfully place at risk the health and safety of any other person in the workforce.

POLICIES

The following policies can be access via our website: <https://www.smseymour.catholic.edu.au/>

Child Safety

Occupational Health and Safety