



# St Mary's College

## Emergency Teacher Role Description

St Mary's College Seymour is a Catholic College that has its origins in the vision and history of Catherine McAuley who founded the Sisters of Mercy on 12 December, 1831 in Dublin, Ireland. The College is governed by Melbourne Archdiocese Catholic Schools (MACS). The College has a dedicated staff, committed Advisory Council and Parents & Friends Association, supportive parent community and a parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community. St Mary's is a dynamic learning environment with high expectations.

A major curriculum investment has been made in the research and evidence based MultiLit Literacy Program from Macquarie University. MultiLit is a direct instructional intervention approach to improving student literacy skills and is driving the College Strategic Intent improve reading outcomes for all students.'

A F-12 Pathway Committee was formed in 2021 to research a return to Year 12 with former Principal of St Thomas Aquinas College, Ringwood Mr. Anthony O'Byrne appointed Project Manager. ROAM Architects are developing the College Master plan to be completed in Term One 2022. The Master Plan will provide for learning into the future and for the population growth of Seymour and the Mitchell Shire, which is ranked at the top for future growth. A new F-2 Primary Learning Centre will be opened for use in 2022, providing a state of the art learning environment for our younger students.

A holistic education brings together faith, community, friends and learning. At St Mary's we develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and we nurture the belief that every student is capable of achieving what is possible. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, College and to the wider community.

Our teaching and non-teaching staff are role models, inspiring students in their enthusiasm to learn. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility. We are a College excited about the future and what it holds for our College community.

Best wishes

**Wayne Smith**  
**Principal**

*DipEd(ACU) DipREd(ACU) BEd(ACU) GradCertEdAdmin(Edith Cowan)*  
*GradDipREd(ACU) MEdAdmin(Charles Sturt) MTheoStudies(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

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

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

### **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**