



# ST JOSEPH'S SCHOOL ROCHESTER

*Excellence in Education Provided in a caring Catholic Community*

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[www.sjrochester.catholic.edu.au](http://www.sjrochester.catholic.edu.au)

St Joseph's will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm

## Classroom Teacher Full-Time

### Position Description – Teaching

| STATEMENT OF DUTIES                   |   |
|---------------------------------------|---|
| <b>Contemporary Teaching</b>          | <ul style="list-style-type: none"> <li>To be an active member of a School Improvement Team</li> <li>Develop a stimulating learning environment by using a variety of styles and approaches to cater to individual learning needs</li> <li>Understand and adhere to 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 the Victorian Curriculum</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>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 with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>Proactively monitor and support student wellbeing</li> <li>Exercise pastoral care in a manner which reflects school values</li> <li>Implement strategies which promote a healthy and positive learning environment</li> <li>Attend year level meetings as scheduled</li> <li>Attend school liturgical celebrations</li> <li>Attend school organised activities</li> </ul>  |
| <b>Curriculum Development</b>         | <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 PLC's as required</li> </ul>   |
| <b>Professional Development</b>       | <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 the 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>   |

|  |   |
|--|---|
| <b>Co-Curricular Involvement</b>         | <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>   |
| <b>General and Administrative Duties</b> | <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>• 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> |
| <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 instill 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 the 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>Skills/Attributes</b>                 | <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good oral and written communication skills, including the ability to communicate with children, parents and the school community</li> <li>• Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed-ability classes</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions</li> <li>• Leadership qualities</li> <li>• Self-motivation</li> <li>• Ability and willingness to accept policy directives</li> <li>• Maturity</li> </ul>   |

# Diocese of Sandhurst

## Application Form Classroom Teacher

### 1. Personal Information

|                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Title                | Surname              | Christian Names      | Date of Birth        |
| Home Address         | <input type="text"/> | Postal Address       | <input type="text"/> |
| Home Telephone       | <input type="text"/> | Home Parish          | <input type="text"/> |
| Work Telephone       | <input type="text"/> | Parish Priest        | <input type="text"/> |
| Email                | <input type="text"/> |                      |                      |

### 2. Educational Details

| Name of Institution Tertiary Education (Completed) | City/State           | Years                | Qualification        |
|--|----------------------|----------------------|----------------------|
| <input type="text"/>                               | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>                               | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>                               | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/>                               | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Courses currently being undertaken                 |                      |                      |                      |
| <input type="text"/>                               | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please give details of recent and relevant Professional Development

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### 3. Employment Details

| Name of Current Employer     | <input style="width: 100%;" type="text"/>               |          |  |          |
|------------------------------|---|----------|--|----------|
| Address of Current Workplace | <input style="width: 100%; height: 40px;" type="text"/> |          |  |          |
| Telephone                    | <input style="width: 200px;" type="text"/>              | Fax      | <input style="width: 150px;" type="text"/> |          |
| <b>Past Employment</b>       |   |          |  |          |
| Start Date                   | Date of completion                                      | Employer | Suburb/town                                | Position |
|                              |   |          |  |          |
|                              |   |          |  |          |
|                              |   |          |  |          |
|                              |   |          |  |          |
|                              |   |          |  |          |
|                              |   |          |  |          |

### 4. Two Referees (Verbal)

|                      |   |            |  |
|----------------------|---|------------|--|
| 1 Name               | <input style="width: 100%;" type="text"/>               |            |  |
| Address              | <input style="width: 100%; height: 25px;" type="text"/> |            |  |
| Work Telephone       | <input style="width: 250px;" type="text"/>              | Mobile     | <input style="width: 250px;" type="text"/> |
| Relationship to self | <input style="width: 250px;" type="text"/>              | Occupation | <input style="width: 250px;" type="text"/> |
| 2 Name               | <input style="width: 100%;" type="text"/>               |            |  |
| Address              | <input style="width: 100%; height: 25px;" type="text"/> |            |  |
| Work Telephone       | <input style="width: 250px;" type="text"/>              | Mobile     | <input style="width: 250px;" type="text"/> |
| Relationship to self | <input style="width: 250px;" type="text"/>              | Occupation | <input style="width: 250px;" type="text"/> |

- .1 I certify that the information contained in this application form and accompanying documentation are complete and accurate. I understand that deliberate inaccuracies or omission may result in non-acceptance of this application and/or termination of contract.
- .2 I declare that there have been no substantiated allegations of professional misconduct against me or any criminal convictions which I have not disclosed or that I am not currently under investigation for professional misconduct.
- .3 I understand that a police record check may be carried out as a part of the selection process and I agree to this being undertaken.
- .4 I understand that the principal of St Joseph's School reserves the right to approach referees other than those nominated.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Mrs Jessica Carmichael, Principal. [principal@sjrochester.catholic.edu.au](mailto:principal@sjrochester.catholic.edu.au)

## Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

|  |                              |
|--|------------------------------|
| <b>1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?</b>   |                              |
| NO <input type="checkbox"/>  | YES <input type="checkbox"/> |
| If yes, please provide details:  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
| <b>2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?</b>  |                              |
| NO <input type="checkbox"/>  | YES <input type="checkbox"/> |
| If yes, please provide details:  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
| <b>3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</b>  |                              |
| NO <input type="checkbox"/>  | YES <input type="checkbox"/> |
| If yes, please provide details:  |                              |
|  |                              |
|  |                              |
|  |                              |
|  |                              |
| <b>4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?</b> |                              |
| NO <input type="checkbox"/>  | YES <input type="checkbox"/> |
| If no, this will be discussed further if you are offered an interview.   |                              |

## **Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

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**Signature:**

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**Date**