



**MANDURAH CATHOLIC COLLEGE**

# **RELIEF TEACHER POOL**

**Secondary School Teachers Y07-Y12  
All areas available**

Opportunities exist for passionate, committed, and student-centered Secondary School Teachers Y07-Y12 to join Mandurah Catholic College Relief Teacher Pool on a casual basis. Specialisations not compulsory.

Mandurah Catholic College is willing to work around your current part-time commitments to support flexible working arrangements.

At the heart of any school is its staff. Mandurah Catholic College staff are dedicated and professional in their approach to their vocation and are committed to building their capacity as expert educators.

The successful applicants will be enthusiastic, passionate and committed members of our College and be prepared to contribute to all aspects of College life. It is an expectation that all staff support the vision and goals of the College as a learning community.

Mandurah Catholic College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The successful applicant will be required to maintain a valid Teachers Registration Board Western Australia (TRBWA) registration and Working With Children Check (WWCC), as required under the Working with Children (Criminal Record Checking) Act 2004 (WA).

Our broad educational focus produces compassionate, caring and well-rounded citizens, who are well equipped to thrive in life beyond school. With a strong academic foundation provided, along with support through the senior years, MCC achieves consistently high median ATAR scores. With strong results across a broad range of subjects, students are equipped with the skills necessary to succeed in higher education. The College offers courses in niche areas, including The Arts, Media, Physical Education and Design and Technology, with instruction from experienced and passionate teachers. Students also have access to a broad range of Sporting, academic, cultural and ministry opportunities, which enriches their learning experience.

Mandurah offers a unique opportunity to live in a coastal city, away from the busy lifestyle of the inner suburbs. The City is set against the backdrop of magnificent beaches and an estuary twice the size of the Sydney Harbour. Mandurah is less than an hour south of Perth by car or train, and offers a family friendly, coastal lifestyle. With canals, winding rivers, breathtaking lakes and calm inland waterways, you can enjoy many activities on or around the water outside of work.

To apply now or gain further information on this position vacancy, please visit the College's employment page: <https://www.mcc.wa.edu.au/employment>

Applications should be addressed to The Principal and **will only be considered if submitted via the [online form](#)**. (Applications received via SEEK will not be accepted).

Please include a cover letter and current resume which includes the names and telephone numbers of three referees.

Mandurah Catholic College reserves the right to appoint this position prior to the closing date for applications or by invitation.

**Only compliant applications will be considered.**

Applications close: **4pm, 5 April 2024**



# MANDURAH CATHOLIC COLLEGE

UNDER THE PATRONAGE OF THE HOLY FAMILY

**POSITION: TEACHER (SECONDARY)**

**REPORTING TO:** Principal, Deputy Principal Teaching & Learning, Middle Leader

**SECTION:** Teaching

**Mandurah Catholic College is auspiced by Catholic Education Pty Ltd; a Christ centred and child focused community of engaged learning environments, inspiring all to actively live the Gospel. The College is guided by the four pillars of Catholic Identity, Education, Innovation & Change. Stewardship and Community.**

*"Our College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each person".*

**Purpose of Position**

At the heart of any school is its teaching staff. The success or failure of our efforts at Mandurah Catholic College depends largely on the efforts of our teachers. Mandurah Catholic College teachers are expected to have a dedicated and professional approach to their vocation as educators. They should be committed to building their capacity as expert educators. At all times, whether in or out of the classroom, they are, by their example, influencing students.

The Secondary Teacher assists in implementing the College philosophy and modelling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that this position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

**College Values**

All staff are required to be supportive of the Catholic ethos of the College. This includes an understanding of, and Commitment to, Mandurah Catholic College's Values of **Peace & Hope, Learning, Faith and Love.**

**Work Requirements**

**Essential**

- Current Teachers Registration (includes National Police Clearance).
- Working with Children Check.
- Supportive of the Catholic ethos of the College.
- Complete and then maintain the necessary Accreditation to Work in a Catholic School qualification within four years of appointment.
- Uncompromising confidentiality.

**Award**

Teaching Award (Teachers Award, Salary Schedule Teachers)  
<https://www.cewa.edu.au/publication/salary-schedules/>

**Key Activities - The standards you need to meet / what you will need to do**

**Responsibilities**

- Be in classrooms in good time for the start of each period. They should dismiss students promptly on the bell and see that they move quickly and quietly to the next period.
- Be ready to commence the periods following breaks promptly. They should insist on the same punctuality from their students.
- Not leave their class, even for a short time, except on very urgent business and then only after adequate supervision has been arranged.
- Insist on proper titles when students are talking to or about them i.e., Mr, Mrs, Miss, Ms. They should not allow more familiar terms of address.

- Final approval for excursions must be given by the Deputy Principal of Community. Such excursions must be documented in the normal manner of any extension of the academic program.
- The quality of the immediate environment is an important factor in determining student response to learning opportunities. A subject teacher should liaise with other users of Classrooms to ensure that appropriate displays, notices, posters, etc., present to the students an interesting and stimulating working environment. While this is easier to achieve in specialist classrooms, it is necessary for all teaching areas.
- Teachers should keep a vigilant eye on the condition of the desks and walls of classrooms in which they teach so that any carelessness or vandalism on the part of the students may be promptly checked. Any writing on walls, desks or other College property should be reported immediately to the Business Manager.
- At the end of each period, teachers are responsible for seeing that lights are turned off and the room is locked (if applicable).
- At the end of each period, teachers should see that all students are correctly dressed and groomed before dismissing them.
- Teachers should not leave the classroom at the end of the day without ensuring that all windows are closed, lights and air conditioners are turned off, desks are properly arranged, chairs are put on desks, whiteboards are cleaned, pens are put away and any litter on the floor is removed.
- Teachers should not make any purchases on behalf of the College without the proper authorisation from the appropriate Head of Learning Area, Head of House, or Head of Year.
- Teachers should be moderate in their use of photocopied material and use the services provided by Administration to have this copied.
- Teachers should attend the Parent/Teacher/Student nights and other meetings as required.
- While it is realised that illness may legitimately keep a teacher away from the College, a teacher should try to minimise the detriment to students by sending a schedule of work for the substitute teachers to cover during the absence.
- In regard to their professional duties and responsibilities, which cannot be dealt with at length here, teachers should regard themselves as members of a professional team, working collaboratively with all other members of staff.
- Full-time teaching staff need to be at school a minimum of 15 minutes before and after the school bell.
- Teaching Staff to pay attention and abide to the College's Dress Standards Policy.
- All College and CEWA Policies are to be adhered to.

**Position Requirements**

All teachers who work in Catholic Schools are expected to be actively involved in the extra-curricular life of the College, part of the holistic program offered to our student across all years.

These activities can include Retreat, Camps, Christian Service-Learning Programs, Religion and Faith Formation activities, Sporting and Cultural events, competitions or activities, academic competitions and opportunities and are primarily held outside of school hours. This contributes to teachers and leaders building strong inter-personal relationships with students, thereby contributing to the growth of our community.

**Active Participation in Events and Activities.**

- Attend College Masses and Assemblies, Inter-House Carnivals and other such College functions as detailed in the document 'Key Staff Events'.
- Be actively involved in the House system of the College, including active participation in House Activities and Homeroom Prayer.

	<p><b>Standards.</b></p> <ul style="list-style-type: none"> <li>• Ensure students, parents and the wider College community are provided with a quality and appropriate service in a timely, effective, and friendly manner.</li> <li>• Ensure the collection, use and storage of personal information is in accordance with the College's Privacy Policy.</li> <li>• Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the College's culture and values.</li> <li>• Strive to meet deadlines.</li> <li>• Serve as a good ambassador of the College.</li> </ul>
<b>Teaching</b>	Undertake a teaching load as defined in the Enterprise Agreement.
<b>Qualifications</b>	<p><b>Relevant qualifications, either:</b></p> <ul style="list-style-type: none"> <li>• Undergraduate Degree in a specific discipline with a Graduate Diploma of Education (Secondary) or</li> <li>• Bachelor of Education.</li> </ul>
<b>Expectations</b>	<ul style="list-style-type: none"> <li>• Creating an environment for positive and productive learning experiences.</li> <li>• Evidence of engaged staff members, committed to continuous improvement.</li> <li>• Celebrating College success and achievement.</li> <li>• Support the College's Vision for Learning</li> </ul>
<b>Staff Meeting</b>	<ul style="list-style-type: none"> <li>• At regular, notified times throughout each term, the staff meet from 3.10pm on Monday afternoons as a Whole College Professional Learning Community or Secondary Staff Meeting. As this represents the major opportunity for the staff to work together on common tasks, this meeting has priority over all other College activities. Absence from this meeting for any reason should be negotiated with the Deputy Principal.</li> <li>• Subject Teachers are expected to attend all Learning Area and House Meetings scheduled in the College Planner.</li> <li>• At regular, notified times throughout each term, on Monday afternoons, all teachers are required to remain at the College to participate in collaborative meeting until 4.15pm.</li> <li>• Parent teacher interviews – All teachers, regardless of load or FTE, need to be available for the duration of all Parent Teacher interviews days.</li> </ul>
<b>Work Health &amp; Safety Responsibilities</b>	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> <li>• Duty of care to ensure the safety, health and welfare of all staff, students, community members and other persons who are present on College premises. College premises include places away from the College campus such as a campsite or where excursions may take place from time to time.</li> <li>• Ensure understanding and compliance of the Catholic Education WA Work, Health &amp; Safety Directive and the Collee's Work, Health &amp; Safety Procedure.</li> <li>• Create a culture of safety that precipitates the development, maintenance, and promotion of a healthy working environment.</li> <li>• Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.</li> <li>• Prompt reporting of any hazards or incidents/accidents.</li> </ul>
<b>Code of Conduct</b>	You are responsible for ensuring you act within the Code of Conduct framework.
<b>Child Safe Framework</b>	The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Catholic Education WA Child Safe Framework at all times.

<b>Professional Development</b>	Strive for personal excellence: The College has an established growth model which requires you to goal set and to discuss and review your progress. Professional development opportunities are mapped to your set goals.
<b>General</b>	Teachers will undertake other duties relevant to the position as directed by the Principal.