



## DUTY STATEMENT

### Classroom Teacher (Secondary)

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**Date:** January 2023  
**Time:** Part-time / Full-time  
**Status:** Temporary / Ongoing  
**Department:** Secondary (Year 7 – 12)

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#### POSITION CONTEXT:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ-centred, child-focussed faith and learning community that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

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#### LINE MANAGEMENT:

- Secondary - Working under the direction of the Head of Secondary (via the Head of Learning Area / Head of Year).
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#### DUTIES AND RESPONSIBILITIES:

##### Catholic Identity

- Support the Catholic ethos of the school.
  - Promote Catholic values through their teaching.
  - Integrate Catholic teachings across all curriculum areas.
  - Support and provide modelling of the College's Mission and Vision;
  - Provide pastoral care to students inspired by Gospel values;
  - Bear witness to the Catholic faith in an overt and knowledgeable manner;
  - Provide appropriate pastoral and faith experiences;
  - Seek faith and liturgical opportunities to deepen their personal relationship with God.
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## **Education**

- Carry out the duties of a classroom teacher in an exemplary manner;
- Promote, encourage and foster positive relationships;
- Provide clarity so students' learning is visible and expectations are clear;
- Programme thoroughly for an extended period, e.g. a unit of work, or follow the established programme;
- Present material in a variety of ways to maintain student interest and to achieve programmed objectives/outcomes;
- Must be capable of conducting remote online learning and teaching;
- Report on student progress both:
  - Formally - through the official reporting process (formative, summative and diagnostic assessments).
  - Less formally - through contact with parents via SEQTA, telephone, email, organiser, letter or interview.
- Grade students according to established guidelines under the direction of the Head of Secondary;
- Identify and cater for students who require Individualised Education Plans (including EAL/D Progress Maps and Behavioural Plans) and review them periodically;
- Seek continual improvement of pedagogy and practice.

## **Community**

- Implement with consistency and in an appropriate manner the College policy on restorative practice, student behaviour and uniform standards;
- Contact and support parents in their role as the primary educators and caregivers to their children;
- Assume a pastoral role for the students in the class by attending to the needs of each student and the group as a whole.

## **Stewardship**

- Contribute in a positive manner to meetings;
- Attend the Parent/Teacher/Student nights and other meetings of parents and teachers.
- Attend those College functions specified by the Principal (eg. Community Mass & Annual Community Meeting);
- Manage and maintain purchases made on behalf of the College and seek approval by a member of the Leadership Team before purchasing;
- Other duties as and when required.

## **Specific duties**

- Use a variety of technologies to deliver the curriculum to students, emphasising the technology that students have consistent access to;
- Assess student performance both informally (ongoing) and formally. In so doing, feedback to students should be prompt;
- Maintain effective and consistent communication with families around the progress of student learning and inform parents of any concerns relating to learning, behaviour or social and emotional development;
- Keep up with curriculum development and work collaboratively with others to implement changes;
- Share their expertise with other teachers to transform the learning in their classes.

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**KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Previous experience in a similar role is desirable;
- Must hold a current registration with the Teacher Registration Board of Western Australia (TRBWA);
- Must hold a current 'Working with Children' card;
- Have completed or have made progress towards completing Accreditation to Teach in a Catholic School;
- Treat all information of the College in a confidential manner;
- Work with all staff, students and family members in such a manner as to support the Catholic Education / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.

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**SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Teaching Staff Enterprise Bargaining Agreement 2015 (EBA)'
  - Commit to a Professional Growth Plan;
  - Salary level: Step 1 – Step 10.
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