

# Secondary Teachers - In any Key Learning Area

## Holy Trinity School, Inverell

### Position Description

**[Click here to apply.](#) Applications close Thursday 22 June**

<b>Position level</b>	NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards)
<b>Base salary range (Full-time)</b>	\$68,356 - \$120,335 per year (based on skills, experience & NESA accreditation)
<b>Reports to</b>	Principal
<b>Location</b>	Holy Trinity School, Inverell
<b>Employment type</b>	Part-time/full-time - (Negotiable)
<b>Employment status</b>	Temporary

### About Holy Trinity School and Inverell

Holy Trinity is a Catholic systemic school in the Armidale Diocese, in the New England Region of NSW. We are a central school catering for students from K-10.

Our Catholic foundations, in the traditions of the Sisters of Mercy and the De La Salle Brothers, underpin our approach to teaching and learning, providing an education that fosters faith development and is grounded in community involvement and social justice. At Holy Trinity we offer our students the challenge of achieving personal excellence in all areas of school life and encourage them to become independent learners, equipping them with the skills necessary for life-long learning. This is a community that encourages all students to value and respect themselves and others in their journey of faith, learning and life.

Holy Trinity functions as one school, with Primary and Secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Students have access to modern classrooms and facilities and technology is integrated across the curriculum to provide students of all age groups with a wide range of academic and co-curricular opportunities including sport, music, drama, debating, outdoor education and

visual arts to assist both academic and social development. Excellent academic results complement the many achievements by our students.

Inverell is a seven-hour drive from Sydney and just under five hours from Brisbane. Link Airways flies to Inverell from Sydney and Brisbane twice a week. Other airlines fly into Armidale (1 ½ hours away).

Inverell is nestled in a picturesque valley beside the Macintyre River, this New England North West region is renowned for its proud pioneering history, its beautiful restored buildings, and the production of many fine gemstones from which Inverell has earned the epithet of 'Sapphire City'.

For further information on the school, please visit <http://www.holytrinity.nsw.edu.au/>

## **Position Purpose**

The Catholic School is more than an educational institution. It is a key part of the Catholic Church - an essential element in the Church's mission. The Teacher assists the Principal, to demonstrate strong support for the vision and ministry of the Catholic school.

Teachers are supported in their role to be able to provide quality teaching in a stimulating and challenging environment where everyone is valued. This position is responsible for all aspects of the planning, preparation and delivery of effective learning and teaching programs across the Secondary faculty.

## **Commencement**

The commencement date for this position will be negotiated with the successful applicant.

## **Key Responsibilities**

Duties related to the position include but are not limited to the following:

<b>Key area</b>	<b>Task</b>
<b>Classroom teaching</b>	<p>All teachers employed in the Diocese of Armidale:</p> <ul style="list-style-type: none"><li>● Collaborate with colleagues in Professional Learning Teams as part of a Catholic Professional Learning Community.</li><li>● Create a safe learning environment which stimulates learning, promotes excellence, and accepts and acknowledges the needs of students to be both challenged and supported.</li><li>● Plan, prepare, record, evaluate and report on work to be undertaken by classes.</li></ul>

	<ul style="list-style-type: none"> <li>● Use contemporary pedagogy and high-yield strategies to meet students' individual needs.</li> <li>● Identify learner needs, conferring with specialist staff in the school as required.</li> <li>● Communicate in a clear, respectful and professional way in order to optimise each student's development.</li> <li>● Attend all lessons and be punctual to class.</li> <li>● Maintain professional confidentiality with regard to students and their families.</li> <li>● Be proficient in the use of ICTs as a teaching and administrative tool.</li> </ul>
<b>Record keeping and reporting</b>	<ul style="list-style-type: none"> <li>● In a timely manner, assess and provide effective feedback on students' work and keep complete and accurate records of each student's progress.</li> <li>● Communicate with parents in written reports and parent teacher interviews, and at other times as required.</li> <li>● Carry out administrative tasks thoroughly and punctually.</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>● Communicate with, and establish effective and cooperative working relationships with teaching and non-teaching colleagues.</li> <li>● Help to enable the best use of shared resources.</li> <li>● Undertake playground, class and other supervisions according to rosters as required.</li> <li>● Work with colleagues to review and develop the curriculum and write course documents.</li> <li>● Attend and actively participate in staff and faculty professional development meetings, as required.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>● Undertake regular professional development in order to meet professional growth as indicated in the AITSL Standards for teachers, and the requirements of NESAs.</li> <li>● Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational research.</li> <li>● Contribute to the professional development of other staff members by proactively sharing knowledge, ideas and resources</li> <li>● Actively participate in coaching to further develop self-nominated skills and abilities.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent</li> <li>● Ensure all administrative tasks associated with the position are completed efficiently and effectively.</li> </ul>

Holy Trinity School, Inverell reserves the right to alter roles and responsibilities requirements as required.

## **General expectations of staff at Holy Trinity School, Inverell**

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the Framework for the Accreditation of Staff in Catholic Schools.
- Employment is conditional upon successful applicants having or obtaining a valid current NSW Working with Children Check Clearance.

## **Selection criteria**

### **Essential criteria**

- Appropriate teaching qualifications and current NESA registration.
- Demonstrated knowledge of content and pedagogy associated with secondary faculty (7-10) in any Key Learning Areas
- Demonstrated skills in information and communication technologies.
- Demonstrated teaching skills, including working collaboratively with colleagues to create innovative experiences for all learners and a demonstrated capacity to team teach.
- Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents and staff where the focus is on the learning and well-being of the student.
- Demonstrated high standard of competency and proficiency in classroom practice and student management.

## **Application**

For questions regarding the professional nature of this position, please contact Jilly Rainger, Principal on (02) 6722 4066 or email [jrainger@arm.catholic.edu.au](mailto:jrainger@arm.catholic.edu.au)

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

*Preferred applicants must have the right to work in Australia and will be subject to employment screening.*