



Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in Our Lady of Mercy College.

Our Lady of Mercy College is a vibrant school community that seeks to deliver an engaging curriculum meeting the needs of every student. We are a proud Catholic school inspired by the charism of the Mercy Sisters, committed to providing a holistic education encompassing educational opportunities that inspire learning, nurture faith and encourage students to embrace life. All staff have a significant role to play in achieving our mission and offering a quality education in line with "The Mercy Way".

Our aim is to attract employees who want to be part of a community that encourages life-long learners, provides a safe and nurturing environment, delivers personalised education and meets the needs of every student.

Please see below the items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mrs Natasha Hart, Director of Teaching and Learning on (08) 9720 3300.

Kind regards,

Mr Rob Crothers
Principal

Embracing Life | Nurturing Faith | Inspiring Learning

100 Leisure Drive, PO Box 220, Australind WA 6233, P (08) 9720 3300
admin@olmca.wa.edu.au | www.olmca.wa.edu.au



Position Information

Teachers: Religious Education; Dance - Limited Registration* to teach available (Full-Time or Part-Time, Ongoing Positions)

Teacher: Health & Physical Education
(Term 1 LSL Replacement)

The ability to teach in one or a combination of the above-mentioned subjects will be considered.

About us

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

At Our Lady of Mercy, the Catholic faith in the Mercy tradition is at the core of everything we do. We inspire our staff and students to embrace all facets of life, nurturing their spirituality and fostering deep learning. Through a focus on global competencies, we equip our students with the skills and knowledge needed to address real-world issues, preparing them to excel today and thrive tomorrow.

Success Criteria

The successful applicant will:

- Possess or be willing to complete the requirements for Accreditation to Teach/Work in a Catholic School.
- Have a willingness to learn, innovate and be creative.
- Invest in ongoing professional growth.
- Have the capacity to work independently and collaboratively.
- Have uncompromising confidentiality.
- Have very strong attention to detail.
- Have the ability to work as part of a team.
- Have excellent communication skills (verbal and written).
- Have excellent time management skills with the ability to meet deadlines in a timely and efficient manner.
- Have the ability to coordinate multiple projects at once.
- Have the highest degree of professionalism.
- Have an understanding of and support for the Catholic ethos.

Essential Requirements:

- Hold the relevant teaching degree.
- Current Working with Children Check.
- Current TRBWA registration.

Conditions and Salary

For Conditions and Salary, please refer to the [WA Catholic School Teachers Enterprise Agreement 2023](#)

Applications close at **4pm** (AWST) on **Monday, 4 November 2024**.



General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

Applications for a position at Our Lady of Mercy College must consist of:

1. Cover Letter

The cover letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position being applied for. (maximum 2 pages)

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Subjects / Courses taught
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-curricular qualifications and/or experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of three (3) professional referees, one of whom should be the current employer.
- If applicable, a Parish Priest should also be included.

3. Copies of any Requested Information

Requested Information - where applicable, applications should include copies of:

- TRBWA Registration status
- Proof of WWC
- Latest Academic Transcript
- Proof of Accreditation.

Applications are to be addressed to The Principal, Mr Rob Crothers and submitted via email to humanresources@olmca.wa.edu.au

Further information can be obtained by contacting Mrs Natasha Hart, Director of Teaching & Learning on (08) 9720 3300.



Duty Statement

Teacher

Our Lady of Mercy College continually strives to create and enable a variety of engaging learning opportunities for students that provide the necessary skills, knowledge and experiences to prosper as global citizens in the world. In doing so, we seek to inspire a passion for lifelong learning by meeting the individual needs of all students so that they may achieve their true potential. In acknowledging parents and caregivers as the first and most influential educators and with strong links to the local community and industry, the College provides students with opportunities to immerse themselves in an education centred around real life, informed by contemporary research and best practice.

The ability to develop and maintain positive relationships with students, colleagues and families is paramount and vital in building a professional learning community. Staff are required to always comply with the College Code of Conduct.

Areas of Responsibility

Teaching and Learning and Classroom Practice encompasses but is not limited to:

- Class contact for timetabled lessons in accordance with the requirements of teacher workloads policy and as directed by the Principal or delegate.
- A commitment to making a valuable contribution to extra-curricular activities.
- Enact the College Vision for Learning including the integration of Information Technology and current educational best practice.
- Ensure the individual needs of each student are more than adequately catered for.
- Under the direction of the Head of Learning Area, ensure suitable strategies and assessment tools for the evaluation of students' achievement.
- Ensure appropriate classroom management strategies in order to provide positive and effective teaching and learning environments for all students are in place.
- Ensure the highest professional standards at all times.
- Ensure the importance and requirement of this professional conduct in any dealing or relationship with students beyond the classroom setting.
- Actively participate in the College's liturgical and calendared events as required.

Curriculum

- Ensure delivery of the curriculum as prescribed or approved by the Principal and Head of Learning Area and as per the relevant regulatory body, such as the School Curriculum and Standards Authority or ACARA.
- Be actively involved and contribute to school-based curriculum development when and where applicable.
- Preparation of programs and course outlines in a timely and efficient manner as prescribed by the Head of Learning Area or the relevant curriculum authority.
- Undertake professional development courses as required to be aware of current educational trends and to keep up to date in relevant curriculum areas.
- Assess student work accurately and appropriately in accordance with the College assessment policy and as directed by the Head of Learning Area.



Pastoral Care

- Demonstrate a high level of care and concern for the spiritual, emotional, physical and academic development of the students within one's care.
- Provide pastoral and supportive care for students within the College community as appropriate at the classroom and pastoral care teacher level.
- Communicate in an effective and timely manner regarding concerns about individual students to the relevant staff with discernment for confidentiality where appropriate.
- Carry out the requirements of the Pastoral Care program as designated for the relevant Year Group and by the College's overall Pastoral Care priorities.
- Actively be involved in house activities and calendar college pastoral events as required.
- Required to be a Pastoral Care Group (PCG) Teacher and have a teaching load equivalent to (FTE 1.0) or a Part-Time FTE in line with the appointment.

Administration

- Ensure timely and efficient reporting at both an informal and formal level in accordance with College requirements.
- Contribute and interact responsibly and professionally as part of a high-functioning team with Learning Area colleagues and all staff in the broader College community.
- Carry out the designated duties and expectations for teachers regarding class teaching, relief supervision and various meetings as requested.
- Readily undertake formative and professional appraisal as required within the College's ongoing teacher development process.
- Independently fulfil the requirements for Accreditation, Teacher Registration, and other professional clearances in order to maintain the appropriate certification and contract of employment.
- Take personal responsibility for ongoing professional development and keep abreast of current and emerging trends in education.

Extra-curricular

- Actively engage in the extra-curricular program of the College, as determined by the College's extra curricula and co-curricular policy.
- Fully support College activities by attendance at various extra-curricular and social functions where required. The Annual Commissioning Mass and Presentation Evening are examples of significant compulsory events for all staff.

Part-time Teachers

- Part-time Teachers are required to take on all duties and responsibilities commensurate to their FTE.

Tenure and Conditions:

- The class instruction time is from 8.20am to 3.00pm, however, teachers are required to be on duty each day at least 15 minutes before and after classes each day.
- The Teachers Enterprise Agreement may require teachers to be on duty for before/after school supervision.

After Hours Requirements at College Events may include:

- College Graduation.



- Presentation Night.
- Parent Teacher Events.
- College Tours.
- Year 7 Orientation Evening.
- College events as required or as specified by the Principal.

Appointment:

On appointment, the successful applicant will be required to:

- Have and maintain current TRBWA.
- Have a current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements.

***Limited Registration to Teach Dance Teacher Position:**

The category of Limited Registration gives an employer the ability to employ suitably qualified people to fill specific teaching roles when needed. This category allows an employer or educational institution (applicant) to make an application for teacher registration on behalf of a nominated teacher (nominee). For more information, please click on the below link or contact Mrs Natasha Hart, Director of Teaching and Learning on (08) 9720 3300.

[Limited Registration](#)