



*Excellence
Service
Relationships*

St James' Parish School
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Transforming Lives through Learning

2026 Classroom Teacher St James' Parish School

St James' Parish School invite applications for a Classroom Teacher to commence on January 27, 2026.

- Report to :** Principal – Mr Garth Kydd
- Term :** 1 year Contract (Fixed Term-Maternity Leave)
- Teacher Classification** Teacher/Catholic Education Multi-Enterprise Agreement 2022
- Applications Close :** Thursday, September 18, 2025
- How to Apply :** All applications to be directed to: principal@sjsebastopol.catholic.edu.au

Applications must contain the following:-

A cover letter, a Curriculum Vitae, responses to the Key Selection Criteria & a completed application form

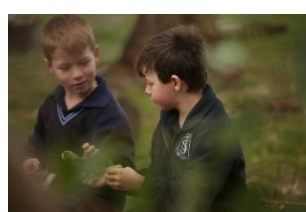
The vision for all at St James' Parish School is encapsulated in our North Star '**Transforming Lives through Learning**'. Our mission, therefore, is a generative one guided by our values of;

Excellence, Service, Relationships
Better Me Better You Better Us

We aspire to be an authentic example of a Christ-centred learning community which empowers students to bear witness as responsible and independent members of society.

As we make sense of the world around us, our worth transforms from being the best in the world to being the best for the world. As a Catholic Parish School, with Christ as our Light, our mission is to, 'Transform lives through learning'. Essential to this mission is a sense of inclusion and belonging. Where there is isolation we enable voice, to be a responsible and contributing citizen. We maintain a culture of possibility, service and relationships, rather than one of deficiencies, fear of failure, blame or despair. We are all guided by Philippians 4:8;

Whatever is true
Whatever is noble
Whatever is right
Whatever is pure
Whatever is lovely
Whatever is admirable
If anything is excellent or praiseworthy-
Think about such things.





Policy Statement:

The statement of duties clarifies the role, responsibilities and expectations of the position. The statement of duties lists the specific duties for that position (also includes a catch-all phrase such as 'and any other duties as directed by the principal').

Statement of Duties/Position Description	
Position Type Salary and Benefits	An exciting opportunity exists at St James' Catholic Primary School for suitably qualified experienced and enthusiastic teachers to become part of our staff team. The successful applicants' salary and conditions are implemented according to the Catholic Education Multi Enterprise Agreement 2022.
Catholic School Culture	<ul style="list-style-type: none"> • Teach Religious Education utilising Shared Christian Praxis as the pedagogical approach aligned to the Awakenings Religious Education Curriculum • Need to recognise the faith development of all children and develop skills to mediate for dialogue with the Catholic tradition. • Promote Catholic identity through the school's Vision and Mission • Conduct yourself in a manner that at all times reinforces the Catholic Ethos of the school by word and action • • Attend, where possible, and actively contribute to school liturgical celebrations and prayer services, Eucharistic celebrations, community and faith days and sacramental programs.
Contemporary Teaching	<ul style="list-style-type: none"> • Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs, styles, and dispositions • Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the VCEA • Employ a variety of effective teaching strategies to effectively implement the curriculum • Embrace the use of information and communications technologies to enhance learning • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress • Write formal academic reports that conform to report writing guidelines • Liaise with appropriate support staff in the implementation of the curriculum
Wellbeing, Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment • 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 • Proactively monitor and support student wellbeing through student agency • Exercise pastoral care in a manner which reflects school values

	<ul style="list-style-type: none"> Implement strategies which promote a healthy and positive education environment for students
Curriculum Development	<ul style="list-style-type: none"> Plan, develop, review, and evaluate curriculum in subject areas and at year levels which you teach Develop assessment instruments in a collegial manner based on contemporary evidence-based research Create and evaluate online resources for the purposes of enriching the curriculum and lifting student outcomes Create and evaluate online resources for the purposes of enriching the curriculum
Professional Development	<ul style="list-style-type: none"> Apply current knowledge of curriculum initiatives Commit to ongoing professional development to grow teacher capacity Be open to researching areas of interest relevant to directions provided in the school's strategic plan Possess a keen sense of critical thinking and problem solving Continue development of ICT skills as technologies evolve Support collegial learning through coaching, mentoring, and engaging in reflection and feedback Commit to the development of ongoing learning through a Professional Growth Plan
Co-Curricular Involvement	<ul style="list-style-type: none"> Develop partnerships with parents, students, and staff by supporting and becoming involved in the co-curricular programs Support and be involved in the co-curricular program Proactively encourage students to participate in co-curricular activities Act as a role model for participating students Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements
General and Administrative Duties	<ul style="list-style-type: none"> Demonstrate duty of care to students in relation to the physical and mental wellbeing Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities Demonstrate professional and collegiate relationships with colleagues Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures Maintain currency of first aid, mandatory reporting and anaphylaxis training • Participate in duty supervision as rostered and other supervision duties when required • Uphold the professional standards expected of a teacher • Other duties as directed by the Principal

References:

St James' Parish School Vision and Mission Statement

CECV Guidelines on the Employment of Staff in Catholic Schools

Victorian Institute Teaching Code of Conduct



Classroom Teaching Position Description

St James' Parish School

Key Selection Criteria

To assist you in your preparations for an application we have put together the following key selection criteria that you may wish to address in your application letter and/or interview. Please elaborate on your experience and strengths in the following areas:

Catholic School Culture	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to Catholic Education • Demonstrate capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ • Integrate the Church's teachings into all aspects of curriculum • Understand and support the Catholic ethos and vision of the School, and be willing to be involved in School and Parish activities
Learning and Teaching	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • Display a love of learning and an unequivocal passion for working with young children • Possess VIT registration and be familiar with and comply with all requirements of Child Safety, policies and legal responsibilities concerning the safety, care, and wellbeing of all students. • Use ICT in a transformative and learning progressive approach
Desirable Other:	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • Be highly motivated, organised, committed, positive, welcoming and enthusiastic • Have acquired relevant post-graduate studies (or working towards such qualifications) • Demonstrate understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum • Demonstrate experience in inquiry-based learning and use of student data to maximise learning outcomes
Skills/Attributes	<p>The successful applicant will:</p> <ul style="list-style-type: none"> • Work as part of a respectful, courageous, and kind collaborative team • Display exemplary with their classroom management skills, including management of composite classes/mixed ability classes • Demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrate capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Display a desire to grow and expand one's capabilities as well as assisting others e.g. coaching, mentoring, and reflective feedback practice • Demonstrate active listening