

Classroom Teacher

Commencement:	July 2026
Reports to:	Principal, through the Director of Learning and Teaching and Learning Area Leader
Employment Terms:	Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi-Employer Agreement (CEMEA 2022)

Mercy College

Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all that they bring to our community.

Position Summary

Classroom Teachers at Mercy College create innovative, inclusive and engaging learning environments that reflect the Catholic identity and ethos of the College. They are responsible for planning, preparing and delivering high-quality, evidence-based learning programs, and for ensuring the effective supervision, safety and wellbeing of students in their care. Teachers implement the MACS Vision for Instruction and the Mercy College Instructional Model, use data to inform practice, and build positive relationships that support each student to achieve their best. They work collaboratively with colleagues, participate actively in College life, and uphold all child safety and professional standards.

Child Safety

Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Essential Duties and Responsibilities

Education in Faith

- Actively support and model the Catholic ethos, values and traditions of Mercy College.
- Contribute to prayer, liturgy, reflection and faith formation experiences.
- Implement and promote Catholic principles for education in MACS schools

Teaching and learning excellence

- Embed the MACS Vision for Instruction in every lesson.
- Implement the Mercy College Instructional Model, including Greeting, Daily Review, Explicit Teaching (I Do / We Do / You Do), Check for Understanding, Independent Practice, Feedback and Reflection.
- Use evidence-based pedagogical practices and maintain strong subject knowledge.
- Create stimulating, inclusive and differentiated learning experiences that cater for diverse abilities and are informed by data.
- Embed digital technologies to enhance learning.
- Be well-prepared and punctual for all timetabled classes.
- Set and maintain high, realistic and challenging expectations for student learning and performance.
- Maintain a consistent and purposeful homework program and monitor completion.
- Prepare and use high-quality learning resources and materials that support a range of student needs.
- Ensure all student records are accurately maintained in College systems.
- Contribute to the development and review of course materials aligned with VRQA, VCAA and MACS requirements.

Assessment, feedback and use of data

- Monitor student progress through formative and summative assessment.
- Use data from NAPLAN, PAT, VCAA and class assessments to inform planning.
- Provide timely, specific and actionable feedback.
- Report professionally in accordance with College policies, procedures and protocols.
- Contribute to data discussions with learning area leaders and teams.

Positive learning culture and student wellbeing

- Build positive, respectful relationships with students.
- Foster a safe, orderly and supportive classroom climate.
- Uphold College behaviour expectations and wellbeing processes.
- Promote student voice, engagement and agency.
- Collaborate with Wellbeing Teams to support student needs

Professional responsibilities and College contribution

- Participate actively in College events, liturgies and co-curricular programs.
- Engage in team meetings, moderation processes and collaborative planning.
- Commit to ongoing professional learning aligned to College priorities.
- Work in partnership with parents, carers and external providers.
- Maintain accurate records and comply with all College policies, procedures and protocols.

General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant College activities, meetings and professional learning
- Undertake rostered duty supervision and other required supervision responsibilities
- Demonstrate professional and collegiate relationships with colleagues.
- Uphold the professional standards expected of a teacher.

Reporting Relationships

Position Reports to:	Principal through the Director of Learning and Teaching and Learning Area Leaders
Key Contacts:	Senior College Leadership Team Learning Area Leaders Mercy College staff Melbourne Archdiocese Catholic Schools (MACS) networks

Selection Criteria

1. A demonstrated understanding and commitment to the ethos of Mercy College and its mission.
2. Understanding of the MACS Vision for Instruction and capacity to embed it in practice.
3. Ability to enact the Mercy College Instructional Model consistently.
4. Knowledge of curriculum, assessment and evidence-based teaching approaches.
5. Capacity to use data to inform planning and differentiation.
6. High-level interpersonal, relational and communication skills.
7. Strong collaborative and professional team practices.
8. Commitment to child safety and inclusive education.
9. An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.