



St Mary's
ANGLICAN GIRLS' SCHOOL

BUSINESS MANAGEMENT TEACHER

POSITION DETAILS

Employment Conditions

Full-time fixed term for Term 1 2026

In accordance with the St Mary's Anglican Girls' School Enterprise Agreement

Reports to

Head of Humanities and Social Sciences

Last Revised

January 2026



OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: Courage ♦ Respect ♦ Aspiration ♦ Compassion ♦ Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

This role will involve teaching Year 11 ATAR Business Management and Enterprise and teaching Year 9 and 10 Enterprise Business Technology electives project-based learning programs. It may also include responsibility for a Senior School Link Pastoral Care group, supporting the wellbeing and engagement of students.

RESPONSIBILITIES

TEACHING AND LEARNING

- ♦ Plan and implement coherent, well sequenced teaching and learning programs that engage students and maximise learning.
- ♦ Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students.
- ♦ Use assessment feedback to inform teaching practice.
- ♦ Establish inclusive, supportive learning environments.
- ♦ Develop, select and use informal and formal, formative and summative assessment strategies to assess student learning.
- ♦ Prepare and deliver timely and targeted feedback and reports to students and parents.



PASTORAL CARE

- ◆ Actively participate in pastoral care and wellbeing programs and other cocurricular activities. Some cocurricular activities will occur outside normal school hours.
- ◆ Communicate with students, colleagues and parents/guardians in a respectful, clear, caring and professional manner.

OTHER DUTIES

- ◆ Participate in school functions including Speech Night and Parent Teacher evenings.
- ◆ Carry out supervisory duties as required.
- ◆ Engage in professional reading and development as part of an expectation of continual professional learning.
- ◆ Participate in department meetings and whole staff meetings. Some of these may occur outside of normal school hours.
- ◆ Abide by the staff Code of Conduct and other School policies.
- ◆ Other duties as may be required.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION

Essential:

- ◆ Relevant tertiary qualifications or equivalent.
- ◆ Registration with the Teacher Registration Board of Western Australia.

EXPERIENCE AND SKILLS

Essential:

- ◆ Excellent knowledge and experience in teaching ATAR Business Management and Enterprise.
- ◆ Ability to provide a stimulating learning environment, effective teaching and exemplary assessment practices.
- ◆ Knowledge and understanding of the Western Australian Curriculum.
- ◆ Familiarity with ICT and the use of technology in the classroom.
- ◆ Excellent organisational and time management skills.
- ◆ Ability to work collaboratively as part of a team.
- ◆ Ability to successfully manage a number of diverse tasks in a busy school environment
- ◆ Ability to maintain a high level of resilience and emotional agility.
- ◆ With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- ◆ Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.



ATTRIBUTES

Essential:

- ◆ Communicates positively and professionally with all members of the School community.
- ◆ Committed to ongoing professional learning and the desire to be part of a dynamic educational team.
- ◆ Engages enthusiastically in cocurricular activities.
- ◆ Demonstrates warmth, approachability, and a positive outlook.

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.