



## POSITION DETAILS

<b>Employment Conditions</b>	Casual, as required
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
<b>Reports to</b>	Head of Department
<b>Last Revised</b>	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

To provide casual relief teaching within the Senior School (Years 7 to 12) when required. This may be during periods of planned leave or other unforeseen leave.

## RESPONSIBILITIES

Depending on the length of relief, duties may include:

### 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

- ◆ Carry out supervisory duties as required.
- ◆ Participate in department meetings and whole staff meetings.
- ◆ Abide by the staff Code of Conduct and other School policies.

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

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### Essential:

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

## EXPERIENCE AND SKILLS

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### Essential:

- ◆ 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

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**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.
- ◆ Demonstrates warmth, approachability, and a positive outlook.

## OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

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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.