



St Catherine's School
Sydney



Business Studies Teacher
Permanent full-time



The history of St Catherine's

St Catherine's is Australia's oldest Anglican girls' school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 168 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine's each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney's iconic eastern suburbs beaches.

Active support for the Christian character and purposes of the school is essential.

CV and letter of application should be addressed to human resources.

Please apply via seek by 6 December 2024 - interviews may take place before closing date

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Details of how to apply are available at www.ocg.nsw.gov.au



St Catherine's School, Sydney

Our identity

We are an Anglican school educating young women for life.

Our purpose

To develop young women of character and intellect who make their unique contribution to the world.

We value

Integrity • Courage • Relationships • Service.

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Primary purpose

Position: Business Studies Teacher

Responsible to: Headmistress

Reports to: Head of Social Science

Effective date: January 2025

Details: Permanent full-time role

Position summary: To plan, organise and deliver an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfil their academic potential.

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Major responsibilities

Teaching and Learning:

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- assign and grade class work, homework, tests and assignments

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- provide appropriate feedback on work
- encourage and monitor the progress of individual students
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required by laws, district policies and school regulations
- prepare required reports on students and activities
- manage student behaviour in the classroom by establishing and enforcing rules and procedures
- maintain discipline in accordance with the rules and disciplinary systems of the school
- apply appropriate disciplinary measures where necessary
- communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- keep up to date with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Undertake appropriate teaching duties and associated activities

- perform certain pastoral duties including but not limited to student support, counselling students with academic problems and providing student encouragement
- participate in extracurricular activities such as social activities, sporting activities, clubs and student organisations
- participate in department, school and parent meetings.

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Uphold and promote high standards in all areas of endeavour

Teach a limited number of classes as needed

Other duties

- To comply with the schools' policies and procedures as well as health and safety requirements
- To participate in any training when required
- Attend after hour meetings and events as required
- Warden responsibilities as required

Undertake other duties as required by the headmistress or her delegate

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Selection criteria

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Motivation, dedication and enthusiasm for learning
- Positivity and a high level of emotional intelligence
- Detailed knowledge of best practice in teaching and learning, current educational trends and translating theory into practice
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Willingness to actively support the Christian ethos of the school.

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Staff benefits

- Employee Assistance Program (EAP) counselling service
- Professional development workshops and seminars
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Wellbeing program including weekly pilates, meditation, and book club
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school's gym and aquatic facilities
- Access to school Research Centre
- Access to school deli to order lunch daily

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 StCatherinesSchool

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 @StCatherinesSyd

 www.linkedin.com/school/st-catherine's-school_2/

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For more information visit

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