JOB DESCRIPTION
DIGITAL TECHNOLOGIES TEACHER

Employment Conditions	Part-time (0.8 FTE), fixed term for 4 weeks commencing 21 July 2025
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
Reports to	Head of Technology and Enterprise
Last Revised	March 2025

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

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.

The Technology and Enterprise Department offers the following programs:

- Compulsory WA Digital Technologies curriculum to all students in Year 7.
- Compulsory WA Technologies curriculum to all students in Year 8.
- Compulsory entrepreneurial/STEM based, project-based learning program in Years 9 and 10.
- A range of electives in Years 9 and 10, including Computer Science, Digital Design, Enterprise Business Technology, Mechatronics, Technical Drawing and Young People and the Law.
- ATAR courses: Accounting and Finance, Applied Information Technology, Business Management and Enterprise; and General courses: Computer Science and Business Management and Enterprise.

ROLE

This role will involve teaching the Year 8 Digital Technologies curriculum and Year 10 project-based learning program, Technical Drawing and Enterprise Business Technology electives and Year 11 ATAR Business Management and Enterprise.

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 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, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications
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 Year 11 Business Management ATAR.
- Excellent knowledge and experience of the Western Australian Curriculum in Digital Technologies for Year 8.
- 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.

Desirable
- Experience teaching in a range of areas including project-based learning, experiential learning, innovative practices with some knowledge of programming.

Personal Qualities

Essential

- Excellent organisational and time management skills.
- Ability to communicate positively and effectively with the School community.
- A good sense of humour with a positive outlook.
- Commitment to self-improvement through professional learning.
- Ability to successfully manage a number of diverse tasks in a busy school environment.
- A commitment to cocurricular activities.

WORKING RELATIONSHIPS

Internal	**External**
Principal	Parents, guardians or relatives of students
Executive staff	AISWA
Administration staff	SCSA
Head of Technology and Enterprise	Industry experts
Technology and Enterprise teachers	External associations
Teaching staff	
Students	

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 our Child-safe Framework. 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.