



Mercedes College
ASPIRE EXCEL LEAD

POSITION DESCRIPTION

Position: Teacher - English

Reports to: Heads of Learning Area - English

Tenure: 1x Semester 2 Leave Replacement

1x Ongoing Full Time

Commencement Date: 20 July 2026

COLLEGE BACKGROUND

Mercedes College is a Catholic secondary school for girls in Years 7 to 12, governed by Mercy Education Limited and grounded in the Mercy Tradition. Situated in the heart of the City of Perth and part of the city's heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls' school in Australia on the original site of foundation.

Since opening in 1846, the College has demonstrated a commitment to providing the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

We are inviting applications for the following position from individuals who will bring expertise, enthusiasm, innovation and a commitment to the shared vision of the College. It is essential applicants are prepared to support the ethos, values and mission of the College.

OVERVIEW OF THE POSITION

Reporting to the Head of English Education, the successful applicants will preferably have experience in teaching English to a range of abilities and year levels. We are looking for a dynamic and innovative educators who will engage and inspire students.

Our English/Religion teams, composed of experienced educators, is dedicated to helping students develop a lifelong love of literature and religion. The successful candidate will be integral to this collaborative environment, working closely with staff, students, parents, and the wider community to enhance students' literary growth.

The capacity to teach Religious Education in addition to English would be highly regarded for the Full-Time vacancy.

KEY DUTIES / RESPONSIBILITIES

PASTORAL

- Advocate and support the Mercy ethos, values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition across all sectors of the College, including students, staff and parents
- Ensure all undertakings are student focused

CLASSROOM

- Provide a child-safe learning environment for all students
- Have a clear understanding of the curriculum
- Ensure the educational standards of the College are maintained
- Ensure every student experiences teaching and learning opportunities to the highest possible standard
- Use information and communication technologies safely, responsibly and ethically
- Be familiar and understand the core systems for delivery of student learning across the College
- Ensure learning programs are made available to students in the learning management system at the beginning of each course
- Monitor student attendance and academic progress
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Record all parent contact, pastoral concerns and actions on SEQTA
- Maintain high standards of professional communication with all stakeholders
- Engage in professional learning to maintain curriculum knowledge

OTHER

- Comply with the Mercy Education Limited Code of Conduct, management directives and approved policies and procedures
- Engage in the co-curricular life of the College
- Actively participate in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the time frame provided
- Assist in the coordination of and actively participate in various College functions
- Comply with the staff dress code at all times
- Any other duties as directed by the Principal or their delegate

SELECTION CRITERIA

- Knowledge of and a commitment to the ethos and mission of the College
- Proven ability to establish a good rapport with students throughout all year levels and a capacity to relate well to teenage girls
- Ability to teach Religious Education would be highly regarded for the ongoing vacancy
- Demonstrated understanding of the AITSL standards as applied to teaching staff
- Excellent interpersonal, communication and problem solving skills
- Demonstrated ability to use Information Communication Technology as a core part of learning and working

CONDITIONS OF EMPLOYMENT

Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of The Roman Catholic Archbishop of Perth Teachers Enterprise Agreement 2023, Independent Schools Teachers Award 1976, Mercy Education Limited policies and school-based policy statements.

Support for the ethos and mission of the College as outlined in documents on our website: www.mercedes.wa.edu.au

Remuneration will be dependent on years of teaching experience.

The successful candidate will also require:

- A current Working with Children Check Card (WWC)
- A current registration with the TRBWA
- Accreditation to Teach in a Catholic School or preparedness to work towards it
- Undergo Mandatory Reporting training
- Undergo Staff Code of Conduct training

APPLICATIONS

Applicants must provide a covering letter addressing the selection criteria, a detailed curriculum vitae and the names of three referees, one of whom must be the current employer.

Please include all relevant documentation into one PDF document prior to submission.

Applications must be in writing addressed to the Principal, Dr Lucie McCrory, and emailed to employment@mercedes.wa.edu.au by 9 am on 5 June 2026.

We encourage you to apply as soon as possible as we reserve the right to close this vacancy early.

After consideration of all applications, a short-list will be developed. Interviews will be held as soon as possible after the closing date.

Confidential queries about this position can be directed to at employment@mercedes.wa.edu.au.

LINKS

- WA Catholic School Teachers Enterprise Agreement - CEWA.edu.au
- [Mercy Education Limited Code of Conduct - mercy.edu.au/Code of Conduct](http://mercy.edu.au/Code of Conduct)
- [Mercy Education Limited Policies - mercy.edu.au/resources/policies](http://mercy.edu.au/resources/policies)