



POSITION DESCRIPTION

Position: Teacher - English

Reports to: Head of Learning Area - English

Tenure: Ongoing

Status: Full-time

Commencement Date: January 2027

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.

Our values inspire our faith and learning community.



COMPASSION: We are a caring community. We walk with others in empathy, respond with mercy, and are prepared to give each other another chance.



JUSTICE: We uphold the rights of the individual, are accepting of difference and treat all people with fairness and respect.



INTEGRITY: We act with commitment and honesty, holding steadfast to our principles in all we do.



SERVICE: We give of ourselves, time, and gifts, to serve others. We are present, helpful and respectful to those in need.



EXCELLENCE: We strive to excel at all times gaining strength from each other and following in the footsteps of Catherine McAuley with courage and conviction.



HOPE: We embrace optimism, inspire perseverance through challenges, and nurture a positive outlook, fostering an environment where dreams can flourish.

OVERVIEW OF THE POSITION

Reporting to the Head of English, 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 team, 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.

An interest in teaching students with literacy learning support needs would be highly regarded for this vacancy.

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

RESPONSIBILITIES

PASTORAL

- Advocate and support the Mercy ethos, values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition across the College community, 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 at the highest possible standard
- Use information and communication technologies safely, responsibly and ethically
- Be familiar with and understand the core systems for the delivery of student learning across the College
- Ensure learning programs are made available to students in the learning management systems at the beginning of the course
- Monitor student attendance and academic progress
- Maintain high standards of professional communication with all stakeholders
- Engage in professional learning to maintain curriculum knowledge
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues
- Record all parent contact, pastoral concerns and actions in SEQTA
- Undertake student supervision duties including yard duty, before and after school activities, excursions, camps, retreats and College events as required.
- Demonstrate the physical capacity to safely fulfil teaching and duty-of-care responsibilities, including standing for extended periods, moving between learning spaces and actively supervising students in both indoor and outdoor environments.
- Participate in emergency and critical incident procedures as required by the College.

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 school functions
- Comply with the staff dress code at all times
- In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties

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
- Excellent knowledge of current resources for the English Curriculum and an ability to develop enthusiasm for the subject among students
- Strong rapport-building skills with students, particularly in engaging teenage girls across all year levels
- 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 Policy Statements and school-based policy statements.

Remuneration will be dependent on years of teaching experience with a promotion position allowance.

Support for the ethos and mission of the College as outlined in documents on our website:

www.mercedes.wa.edu.au

The successful candidate will also require:

- A current Working with Children Check Card (WWCC)
- 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 9am, Monday 21 September 2026.

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

Confidential queries about this position can be directed to 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
- Mercy Education Limited Policies - mercy.edu.au/resources/policies

COMPASSION JUSTICE INTEGRITY SERVICE EXCELLENCE HOPE



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