DATE:	**Oct 2026**
ROLE:	**Online Teacher ConnectED Learning**
RESPONSIBLE TO:	**Education Officer: Student Attendance Management**
ACCOUNTABLE TO:	**Head: Learning, Teaching and Wellbeing**

Purpose

The Online Teacher develops, delivers and refines engaging, accessible online learning across multiple Key Learning Areas (KLAs) for students who experience barriers to mainstream face-to-face schooling. The role supports learning continuity, student wellbeing and educational progress, while working with schools and support staff towards successful re-engagement with face-to-face education.

As part of the ConnectED pilot, the teacher contributes to program design and evaluation and helps establish consistent teaching practices.

Key responsibilities

Catholic identity and mission

- Support the mission and ethos of Catholic education and reflect Catholic identity, faith and values in teaching, professional relationships and the learning environment.
- Nurture students' personal, spiritual and educational growth and contribute to the spiritual life of the school and program, including prayer, liturgies and school Masses as appropriate.

Curriculum planning and online teaching

- Plan and deliver quality Stage 4 and Stage 5 learning across multiple KLAs, aligned with applicable NESA syllabus and curriculum requirements.
- Develop structured online learning sequences, clear learning intentions and accessible resources that support participation, independent learning and continuity of learning.
- Use appropriate live teaching, guided activities and independent tasks to build positive relationships and sustain student engagement.

Inclusive learning and student engagement

- Differentiate teaching, resources and assessment to respond to students' learning needs, readiness and barriers to participation.
- Create a learner-centred, supportive and cooperative online environment based on mutual respect, patience and understanding.
- Monitor participation and engagement, identify emerging concerns and work with relevant school and support staff to coordinate timely responses.
- Contribute to individual learning and re-engagement planning, supporting students to maintain educational progress and transition towards face-to-face schooling where appropriate.

Assessment and reporting

- Use appropriate assessment strategies to monitor learning, provide timely feedback and evaluate student progress.
- Analyse learning and assessment data to identify barriers, adapt teaching and improve student outcomes.
- Maintain accurate records of learning, assessment and engagement and communicate progress to relevant school staff and parents or carers through agreed processes.

Collaboration and pilot development

- Work collaboratively with participating schools, leaders, educators and support staff to coordinate curriculum delivery and student support.
- Contribute to the design, implementation and ongoing refinement of the pilot, including shared resources, procedures and consistent approaches to online teaching.
- Seek and respond to student, family and staff feedback and use evidence and professional reflection to evaluate program effectiveness.
- Where assigned, lead and coordinate participating educators, facilitate collaborative planning and share effective teaching practice.
- Work autonomously within agreed priorities, contribute to professional learning and participate in relevant school and program activities.

Child safety and professional responsibilities

- Promote a culture in which children and young people are safe, supported and respected, recognising that child safety is everyone's responsibility.
- Follow CEDB safeguarding, reporting and professional conduct requirements, including appropriate professional boundaries in online communication.
- Use approved digital platforms and follow CEDB requirements for privacy, confidentiality, student information and safe technology use.
- Provide appropriate supervision during online learning activities and promptly escalate safety, wellbeing or engagement concerns through agreed procedures.
- Maintain required accreditation and checks, participate in mandatory training and comply with applicable CEDB policies and workplace health and safety requirements.

Selection criteria

Essential

- Relevant tertiary teaching qualifications and accreditation to teach in NSW.
- A minimum of four years' teaching experience in Stage 4 and/or Stage 5.
- Sound knowledge of Stage 4 and Stage 5 curriculum and applicable NESA requirements, with the capability to support learning across multiple KLAs.
- Capacity to plan inclusive learning, adapt teaching and resources, and use assessment data to improve student outcomes.
- A strong commitment to student wellbeing, engagement and inclusion, particularly for students experiencing barriers to school attendance.
- Ability to establish respectful and supportive relationships with students and collaborate effectively with schools, colleagues and support staff.

- Initiative, adaptability and resourcefulness, with the ability to work autonomously and contribute to the development of a new educational program.
- Commitment to reflection, professional learning and continuous improvement in teaching practice.
- Commitment to the mission and values of Catholic education and willingness to contribute to the spiritual life of the school and program.
- Commitment to child safety and professional conduct, including safe and appropriate engagement with students in an online environment.

Desirable

- Experience delivering learning in an online or blended learning environment.
- Experience supporting students with complex learning, wellbeing or engagement needs.
- Demonstrated experience teaching across a range of KLAs and identifying or developing quality curriculum resources.
- Experience in team leadership, coordinating educators or developing new educational programs.

Requirements of appointment

- A valid Employee Working with Children Check is required. Preferred applicants are subject to employment screening. The successful applicant must maintain the qualifications, accreditation and checks required for the position.

Work Health and Safety

As an employee you have legal obligations and responsibility whilst at work, these include:

- Taking reasonable care of your own health and safety
- Taking reasonable care to ensure that your conduct and action does not adversely affect others
- Complying with instructions, so far as you are reasonably able
- Report hazards in the workplace, assist with assessments and safety control implementation
- Following all safety policies, procedures and site rules

Other

- Undertake other duties as reasonably and lawfully directed

The Catholic Education Diocese of Bathurst may vary this position description, in response to the changing needs of the organisation.

Acknowledgement and Acceptance

I acknowledge that I have been provided a copy of this position description and understand the requirements of the role.

Sign here: