



## INFORMATION FOR POTENTIAL APPLICANTS

### SECONDARY TEACHER – PERMANENT or TEMPORARY – ALL SUBJECTS

Thank you for considering this position.

Your application needs to include:

1. Covering letter (2 page max) – tell us why you would make a great teacher at our school in this subject area.
2. Curriculum Vitae (Resume)
3. Copies of relevant Certificates/Accreditation
4. Applicant Declaration Form (*see below*)

Please include in your CV/Resume a list of 3 referees, relevant to the position with phone numbers. It is essential that you seek your referees' permission to list them as willing to speak about you in relation to this position.

Please also ensure that you complete the [Applicant Declaration Form](#) available on our website or on the CESA Positions Vacant page. If you choose to opt for a discussion with the Principal, please make contact at your earliest convenience.

A Position Information Document is also included as part of the package, this is generic information and includes a Teacher Duty Statement. (You **do not** need to address this as part of your application – it is **information only**)

Please email to [info@samaritan.catholic.edu.au](mailto:info@samaritan.catholic.edu.au). Or you can post or drop off **3 copies of your application** to:

The Principal  
Samaritan College  
PO Box 351  
WHYALLA SA 5608

You will either receive a phone call or email requesting that you attend an interview, or a letter/email stating that you have not been short listed, within two weeks of the closing date for applications. I wish you well should you decide to proceed with your application.

Yours sincerely,

Karen McGinnis  
**Principal's PA**

# Teacher - Position Information Document

## INTRODUCTION

### Key Working Relationships

- School Leaders
- School Staff
- Students
- Parents
- Parish

### Broad Purpose

Work collaboratively with colleagues, parents/care givers and Catholic Education South Australia (CESA) personnel to facilitate learning by students and engage in educational reform.

### Description of Position:

The teacher is responsible to the Principal directly, and/or through the relevant Positions of Responsibility (PORs),

- for the development and implementation of the designated areas of curriculum,
- for the teaching of these areas to designated groups of students
- for the students', fellow employees' and his/her health, safety and welfare.
- and for the maintenance of any place or equipment designated or chosen for specific activities.

### Key Areas of Work

The teacher will:

- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learners needs
- Develop and maintain working relationships
- Provide a balanced and challenging program relevant to the needs of the students
- Assess, record and report learner achievement
- Establish structures and processes to achieve a productive learning environment
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities which are part of the teachers role – eg support and adhere to school and South Australian Commission for Catholic Schools (SACCS) policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care; and improve skills, knowledge and performance through professional development and performance appraisals

## TEACHER DUTY STATEMENT

### 1. Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Have a commitment to uphold and contribute to the ethos of Catholic schools
- Have a commitment to uphold and contribute to the ethos of the particular Catholic school in which the teacher works
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures
- Complete administrative tasks accurately and on time including record keeping
- Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher
- Appropriately assist students who are hurt, sick or in distress
- Meet and teach students at designated locations and times
- Develop and maintain effective professional partnerships with other staff
- Undertake supervision duties including yard duty diligently
- Attend staff meetings, parent teacher interviews and other co-curricular activities
- Accept delegated responsibilities relevant to the subject (i.e. PE staff help with Sports Day prep etc)

- Work collaboratively with all staff
- Dress smart and professionally
- Undertake a range of professional appraisal activities and set goals in accordance with the Australian Institute for Teaching & School Leadership (AITSL).
- Develop their own professional learning goals/outcomes and seek ways to address these goals in accordance with the AITSL standards.
- Liaise with senior staff and/or Business Manager for planning and management of budgets
- Perform any other reasonable duties as required from time to time by the Principal

## 2. **Content of Teaching and Learning**

- Plan a comprehensive learning program as per the Australian Curriculum/SACE requirements
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice

## 3. **Classroom Management and Social Behaviour Education**

- Establish positive and effective relationships with students
- Establish and maintain a task oriented learning environment
- Set and adhere to timelines for completion of work
- Negotiate and implement consequences if expectations are not adhered to
- Arrange student furniture to suite the learning activity
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Policy for the Development of Personal Responsibility
- Apply behaviour management skills in line with school policy
- Respond appropriately to student behaviour
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Consistently maintain behavioural expectations
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

## 4. **Assessment and Reporting of Student Learning**

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor learning process
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school

## 5. **Interaction with the school and broader community**

- Demonstrate effective communication skills with students, colleagues, parents or guardians and others
- Work effectively as a member of a school team in a range of school activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Be willing to attend designated college and/or parish events out of hours within scope of current EA
- Contribute to the school newsletter, Facebook page etc

## 6. **Work, Health & Safety Commitment**

- Support the development and maintenance of a best practice WHS culture within their workplace
- Adhere to safe work practices
- Be responsible for WHS and maintenance in any area or classroom designated
- Provide appropriate WHS training for persons using designated areas
- Encourage colleagues and others on the worksite to adhere to safe work practices

**Legal and Policy Requirements**

- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

**Plans and Budgets**

- Implement relevant actions in WHS plans as required by their supervisor

**Performance and Training**

- Participate in relevant WHS training programmes
- Provide appropriate WHS training for persons using designated areas
- Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

**Risk Management and Hazard Control**

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

**Incident Reporting and Investigation**

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences, WHS incidents and near misses in accord with the Catholic Church Safety Manual.

**Consultation**

- Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution.
- Regularly discuss WHS issues with other staff at staff meetings
- Regularly consult with colleagues on WHS issues, and actively participate in WHS committees if required.

**Monitoring**

- Monitor and evaluate their own WHS performance
- Monitor the health, safety, and well being of work colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assist in the maintenance of WHS facilities, resources, equipment and information
- Monitor workplace WHS performance and progress of the WHS action plan for the site

**SPECIFIC REQUIREMENTS**

Acquire and maintain:

- Working with Children Check (WWCC)
- Teacher Registration
- Approved Responding to Abuse & Neglect training
- First Aid training
- Drivers Licence (Car)