



PO Box 965, Mount Gambier, SA 5290

Telephone: (08) 8725 5455 Fax: (08) 8724 9303

email: info@tenison.adl.catholic.edu.au

website: www.tenison.adl.catholic.edu.au

INFORMATION FOR POTENTIAL APPLICANTS

Thank you for your enquiry about this position.

Attached you will find the Position Information Document relating to this position.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application needs to include:

- 1) Brief cover letter;
- 2) Curriculum Vitae/Resume (approx 2-3 pages);
- 3) A brief statement addressing the criteria in the Position Information Document (approx 2 pages);
- 4) Applicant Declaration Form; and
- 5) Copies of relevant Certificates.

Please include a list of 3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Please also ensure that you complete the Applicant Declaration Form (available on our website).

Email applications should include the relevant Job Title in the subject line and be sent to denym@tenison.catholic.edu.au by the closing date.

Alternatively, please forward four copies of your application by post to:

Ms Mary de Nys
HR Officer
Tenison Woods College
PO Box 965
Mount Gambier SA 5290

Applications close 4.00pm, Friday, 17 February 2012.

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will usually take approximately three to four weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mary de Nys".

Mary de Nys
Human Resources Officer/Principal's Assistant



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POSITION INFORMATION DOCUMENT (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Teachers thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well resourced and exciting learning environment which caters for over 1300 students including a growing number of international students.

YEAR 6/7 TEACHER

Status:	This is a full time (1.0FTE) replacement position for Terms 2-4, 2012, working predominantly within the Middle School of Tenison Woods College.
Commencement date:	23 April 2012
Area of appointment:	Middle School
Position Reporting to:	Principal / Deputy Principal Head of Middle School
Immediate Colleagues:	Middle School Teaching and Education Support Staff
Employment Requirements:	<p>A probationary period of 2 school terms applies to this appointment.</p> <p>As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p> <p>As part of this role, you will be expected to perform those other duties that teachers at this school normally perform, eg attend staff meetings, yard duty, extra curricula activities, relief lessons and other required activities</p>

The teacher is responsible for the development, implementation and teaching of the designated area(s) of curriculum, as well as the health, safety and welfare of students, fellow employees' and themselves.

They are to work collaboratively with colleagues, parents/carers and Leadership to facilitate learning by students and engage in continuous professional learning and education reform.

ESSENTIAL REQUIREMENTS / KNOWLEDGE

The successful applicant should:

- Have a commitment to uphold, support and contribute to the Catholic ethos of the College and its Religious Education Program.
- Establish classroom structures and practices to achieve a productive learning environment.
- Demonstrate knowledge and experience of current curriculum and pedagogy.
- Have the ability to embed ICT, literacy and numeracy across the curriculum.
- Be willing to participate in the co-curricular programs.
- Be able to articulate and show examples of how to support students in developing personal responsibility.
- Demonstrate a collaborative and independent approach to planning and programming.
- Demonstrate an ability to develop positive relationships with students, staff and parents/carers.
- Demonstrate an ability to differentiate the curriculum according to the learning needs of individual students.
- Maintain assessment records according to SACSA, SACE and the *Schools Assistance Act* guidelines.
- Keep a work program and maintain up to date assessment and performance records.
- Maintain supervision of students at all times.
- Identify and assist with the resolution of issues as they arise (parents, students, teacher needs).
- Be willing to participate in aspects of school and parish life.
- Participate regularly in professional learning opportunities and attend all meetings and professional activities as required.
- Ensure that confidential information is handled appropriately.
- Exercise a Duty of Care for students and staff at all times.

KEY AREAS OF WORK

The teacher will:

- Apply curriculum knowledge and pedagogy to facilitate successful learning according to the SACSA framework and Middle Schooling philosophies.
- Produce and submit units of work which address individual student learning needs, integrated curriculum and personalised learning specific to Middle Schooling.
- Be familiar with emerging technologies and have a strong interest in their incorporation into the curriculum.
- Provide a balanced and challenging program relevant to the needs of the students.
- Assess, record and report learner achievement in accordance with the *Assessment and Reporting Policy* of the College.
- Establish structures and processes to achieve a productive learning environment.
- Develop and maintain effective working relationships with the members of the School and wider Community.
- Maintain effective involvement in the general Pastoral Care Programs and structures of the College.
- Employ Choice Theory and Restorative Principles to ensure a safe, orderly and successful learning environment.
- Support and implement the Tenison Woods College *Developing Personal Responsibility Policy*.

SPECIFIC REQUIREMENTS

Qualifications and Training

- **Police clearance to work in Catholic Education SA.**
- **Approved Mandatory Notification training.**
- **SA Teachers Registration.**
- First Aid Certificate.
- Teacher Accreditation in Catholic Education SA.

YOUR RESPONSIBILITY

Once you have completed your application and additional information it will be YOUR responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications.
- You forward your original application plus three copies to the officer designated in the advertisement for the vacancy.
- You have included the names, position title and telephone number of your three referees.
- Your application is signed and reaches the officer designated in the advertisement by **Friday, 17 February 2012 at 4.00 pm.**
- **Applicants MUST submit with their application, an Applicant Declaration Form obtained from <http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/View/Collection-692>.**

Office Use Only			
<i>This Position Information Document accurately reflects the duties, skills and requirements for the position.</i>			
SIGNED (Principal or Delegate)		Date:	
SIGNED (Line Manager)		Date:	
SIGNED (Employee)		Date:	
PERFORMANCE REVIEW DATE :			

REVIEW DATES:

The employee will undertake a performance review on an annual basis. Consultation will occur between the employer and the employee to ensure that the Position Information Document is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

Please Note:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.