

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, 23 March 2012.

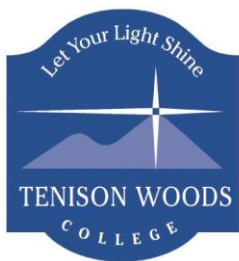
We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

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

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.

CASE MANAGER FLEXIBLE LEARNING PROGRAM

Status:	This position is working predominantly within the Flexible Learning Program of Tenison Woods College.
Commencement date:	As soon as possible.
Area of appointment:	Flexible Learning Program
Position Reporting to:	Principal / Deputy Principal Flexible Learning Manager Head of Senior School / Head of Middle School
Immediate Colleagues:	Flexible Learning Team
Employment Requirements:	A probationary period of 2 school terms applies to this appointment. With the consent of the teacher, this may be extended for a further 2 terms. 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. 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

Tenison Woods College supports the engagement and retention of young people in education; including customised learning programmes, by catering for student's individual needs. At Tenison Woods College the Flexible Learning Programme (FLP) caters for students studying both internally and externally. Currently, students are engaged in community based programmes as well as apprenticeships and school based traineeships that will enable the students to achieve their South Australia Certificate of Education (SACE).

Due to the needs of a growing program, a position has been created to support the Case Management model that underpins this program. The Case Manager is responsible for working with students in completing SACE Stage 1 and 2 subjects to meet the requirements of SACE.

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.
- Demonstrate knowledge and experience of current curriculum and pedagogy relevant to the SACE.
- 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 with the Case Management and Senior School teams.
- 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:

- Have detailed knowledge and understanding of the various permeations of the SACE, and how to use the new SACE pattern to develop individual learning programmes for students.
- Be able to establish effective interagency support strategies for students.
- Be aware of current innovations in post-compulsory education and can promote these in both school and community contexts.
- Relate effectively to young people and coach them in engaging with formal study.
- Liaise effectively with teachers and administrative staff in setting up effective support mechanisms to sustain customised learning programmes.
- Maintain effective, collegial working relationships with students, staff and parents and outside agencies, particularly in relation to learning, earning and well-being support for individual students.
- Communicate effectively with internal and external stakeholders.
- Use flexible teaching methodologies to enhance the retention, engagement and achievement of all students in the Flexible Learning Programme.
- Modify and adapt to current operational strategies to enable the College to implement SACE for this cohort of students.
- Effectively communicate and negotiate conflicting priorities.

- Understand mental health strategies for young people, counselling models and practices including preventative and developmental counselling.
- Possess the knowledge and understanding of the current policies and practices that specifically relate to the provision of vocational education in South Australia.
- Adhere to all SACCS OHS&W legislation, safety management systems and risk management and Tenison Woods College policies and procedures.
- Develop enterprising programs for students that accentuate their skills and talents, while also enhancing their service to and connection with their communities.
- Develop programs for students that assist them to actively monitor their ecological footprint and act as agents of change in their area of influence.

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, 23 March 2012 at 4.00 pm.**
- **Applicants MUST submit with their application, an Applicant Declaration Form obtained from <http://online.cesamet.adl.catholic.edu.au/docshare/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.