

INFORMATION FOR POTENTIAL APPLICANTS

Assistant Principal – Wellbeing R-12 (POR 4) Replacement 2019, 12 months Commencing 21 January 2019 – 13 December 2019

Thank you for your interest in the Assistant Principal – Wellbeing R-12 position. Below you will find information to follow when submitting your application. The Assistant Principal - Wellbeing R-12 replacement position attracts the additional salary of a Position of Responsibility (POR) Level 4.

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Assistant Principal – Wellbeing R-12.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. A statement addressing the selection criteria in the 'Key areas of Work' section of the *Assistant Principal – Wellbeing R-12* Position Information Document.
3. Curriculum Vitae listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
4. Please also ensure that you complete the **Application Declaration Form** and include it with your application.
5. Please direct any enquiries to Principal's PA - Grace Romeo on 8254 0606.
6. Applications should not exceed six pages and should be emailed to the contact below:

Ms Leanne Carr, Principal
employment@stcolumba.sa.edu.au

Applications close on Monday 27 August at 9:00am.

Assistant Principal Wellbeing R-12

(Replacement 2019)

Position Information Document



St Columba College
A joint Anglican and Catholic College

St Columba College

Assistant Principal – Wellbeing R-12 | Position Information Document

Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

Broad Purpose

The Assistant Principal – Wellbeing R-12 is responsible to the Principal and is a member of the College Leadership Team. The Assistant Principal - Wellbeing R-12 is to provide a vision for and leadership in the provision of quality pastoral wellbeing. The focus of the role across R-12 is to lead and implement policy and procedures to ensure that all students maximise their learning through quality pastoral care approaches, programs and pedagogy. This includes the necessary support and initiatives to enable each student to develop a sense of identity and personal worth and to contribute to the overall good of the community. In particular the Assistant Principal – Wellbeing R-12 will continue to play a pivotal role in coordinating the new vertical pastoral care structure in Years 6-9 and Years 10-12 with the Heads of Middle and Senior School and 8 House Leaders in 2019. The Student Wellbeing Team comprises Heads of Junior, Middle and Senior Schools, Assistant Head of Junior School, House Leaders, Counsellors and College Nurse.

Key Areas of Work

Assistant Principal – Wellbeing R-12 is expected to undertake the following responsibilities:

Leadership

- Promotes the mission of the Anglican and Catholic Churches and actively engages in the ministry of either an Anglican or Catholic Eucharistic community
- Develops an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of each student
- Builds on and nurtures the religious culture of the College and the charism of St Columba
- Supports the College Vision and Mission, strategic goals and annual development plans and develops related goals for wellbeing across R-12
- Provides leadership in prayer and liturgy and other religious celebrations
- Undertakes research and is aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching programs
- Implements decisions made by the College Leadership Team in regards to educational policy and procedures

Pastoral Care and Wellbeing

- Leads staff in the ongoing development of a whole school approach to developing personal responsibility and social and emotional learning across R-12 in the context of an Anglican and Catholic community
- Leads and support staff in their understanding of positive psychology to support student wellbeing
- Leads and support students, staff and parent/caregivers in using a restorative approach to resolve conflict
- In consultation with the Student Wellbeing Team coordinates, develops and supports programs that will assist students in their growth and development across R-12
- Leads the House Leaders 6-12 in the implementation and review of the vertical pastoral care program, House activities and events
- Supports and negotiates assistance for 'students at risk' in collaboration with Heads of School and College Counsellors
- Works in conjunction with the Student Wellbeing Team and staff to ensure school expectations are implemented and followed by students

- Collaborates with the College Leadership Team and College Counsellors to respond to critical incidents

Staff Professional Learning and Wellbeing

- Collaborates with the Assistant Principal - Learning and Teaching R-12 to identify needs and opportunities for professional learning in relation to student wellbeing and pastoral care in order to improve student learning outcomes
- Assists in maintaining high levels of teacher well-being through mentoring, coaching and structured support
- Supports programs that may assist in the wellbeing of staff, including counselling, retreats and professional learning days
- Assists the Directors of Spirituality and Chaplain to plan staff reflection days
- Models restorative practices in resolving conflict within the community
- Assists the College Leadership Team in responding to staff issues

Student Transition

- Supports Heads of Schools and House Leaders in the planning and implementation of orientation days for students transitioning into Year 6, Year 8 and Year 10
- Supports the Heads of Schools in the transition of new students into the College throughout the year

College Events

- Collaborates with the Deputy Principal R-12, Heads of School and House Leaders to jointly plan and support a range of events across the year including but not limited to Academic Assemblies, Year 12 Graduation, Open Day, St Columba Day and Sports day

Administration

- Leads the development, review and implementation of College policies in relation to wellbeing, child protection and duty of care
- Using SEQTA, ensures that detailed records of communications relating to all student issues are maintained
- Leads and chairs the Student Wellbeing and Positive Education Team meetings
- Attends and actively contributes to the Year 6-12 Student Review meetings
- Advises the Principal about serious student behavior issues that will impact on learning and wellbeing
- Works effectively with the Parents and Friends Association
- Contributes regularly to College publications to promote wellbeing
- Report to College Council monthly via Principal Report
- Manages and reports upon the Wellbeing budget

Other

- Performs other duties as required by the Principal
- Undertakes a professional review annually

- The requirements of the role and associated responsibilities can vary in response to the needs of the College and the above Key Areas of Work may be varied as determined by the Principal.

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

Reference: Division 4, Section 27 and 28 WHS Act 2012

Person Specification

It is expected that the Assistant Principal – Wellbeing R-12 will:

- Demonstrate a vision and passion for the education of all students
- Demonstrate the ability to be innovative and strategic
- Demonstrate exceptional relationship and interpersonal skills
- Demonstrate excellent written and oral communication skills
- Demonstrate proven administration and organisational capabilities
- Demonstrate a commitment to ongoing learning

Specific Requirements

The Assistant Principal – Wellbeing R-12 will:

- Be a communicant member of either the Anglican or Catholic Church
- Hold or studying towards a Postgraduate Award in educational leadership

Conditions of Employment

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Assistant Principal – Wellbeing R-12. The Assistant Principal – Wellbeing R-12 position is a replacement position for 2019 and attracts the additional salary of a Position of Responsibility (POR) Level 4. The position is subject to satisfactory professional appraisal processes.

Assistant Principal – Wellbeing R-12 has a teaching load of up to 0.4FTE

POR 4 Allowance: \$20,268 per annum

Employed under the CESA Enterprise Agreement 2017

Performance Review

- The Assistant Principal – Wellbeing R-12 must undertake a performance review on an annual basis.

On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Assistant Principal - Wellbeing R-12 to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____
Principal or Delegate

Signed: _____ Date: _____
Assistant Principal – Wellbeing R-12

Role Review Date: _____ Performance Review Date: _____

Teacher

Position Information Document

Introduction

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Vision

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Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

Broad Purpose

The Role of the Teacher is to provide outstanding learning, teaching and leadership for all students to achieve outstanding educational success, within the context of our two faith traditions.

Key Relationships

- Principal and Deputy Principal
- Head(s) of School
- House Leaders
- Learning Area Leaders
- Colleagues
- Students
- Parents / Caregivers

Key Areas of Work

Professional Responsibilities

The teacher is employed by St Columba College Council, Munno Para Inc, and is responsible to the Principal directly, and/or through the relevant Executive staff and leadership mentor structures.

The teacher's conditions of employment are articulated in The South Australian Catholic Schools Enterprise Agreement 2013 (as amended).

Teachers are expected to:

- Ensure the safety of all students.
- Be an outstanding practitioner, ensuring students are engaging in the Australian Curriculum and/or SACE and any local curriculum, as prescribed by the College.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College.
- Provide leadership in the area of faith formation and the modelling of our Christian traditions and practices.
- Provide inspirational learning, teaching and leadership for students within the College.
- Engage in College sponsored and self-directed Professional Learning referenced to the Australian Institute for Teaching and School Leadership (AITSL) Professional Standards for Teachers (APST).
- Develop a Professional Learning Plan to support the College's goal to achieve continuous improvement in learning and teaching.

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- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Complete administrative tasks accurately and on time, including record keeping.
- Ensure all responsibilities relating to student 'duty of care' are attended to.
- Undertake supervision duties, including Yard Duty, diligently.
- Attend staff meetings, information nights, parent teacher interviews, and other professional activities expected of teachers.
- Accept delegated responsibilities.
- Undertake to dress and behave professionally, and promote high standards in all aspects of College life.
- Ensure punctuality to Morning Prayer, all classes, professional activities, and yard duties.
- Establish an orderly and attractive classroom learning environment.
- Maintain high standards of tidiness and orderliness for all learning spaces.
- Ensure that necessary resources and equipment is accessible and available to all students in readiness for planned learning activities.
- Perform any other duties as required from time-to-time, as directed by the Principal.

Learning and Teaching

The Teacher will:

- Demonstrate a sound knowledge of contemporary and inclusive pedagogies that promote learning and improve literacy and numeracy outcomes.
- Apply curriculum knowledge and creative and innovative teaching methodologies to facilitate outstanding student learning outcomes.
- Identify individual student learning needs and styles, and plan learning experiences that enable all students to achieve success.
- Differentiate curriculum, as appropriate, for individual student learning success using reliable student learning data.
- Maintain up-to-date and detailed lesson plans in SEQTA Programs including documenting all learning outcomes.
- Use student learning data skillfully to inform pedagogy and drive improved student learning outcomes.
- Document, monitor and track student learning outcomes using SEQTA and any other means as directed by the Learning Area Leader

- Have expert knowledge of the curriculum content and expected learning outcomes.
- Embed contemporary applications of Information and Communication Technologies into teaching practice and student learning.
- Develop and maintain positive student working relationships.
- Establish structures and processes to achieve a productive learning environment.
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment.
- Provide opportunities for all students to demonstrate outstanding learning outcomes.

Assessment and Reporting of Student Learning

The Teacher will:

- Provide students with an instructional program that incorporate tasks that provide opportunity for Assessment FOR Learning and Assessment OF Learning.
- Provide classroom instruction to ensure students have the necessary skills and knowledge required to complete assessments.
- Provide students with comprehensive and specific feedback on performance that reinforces student achievement and focuses on improvement.
- Gather and interpret assessment data to support student learning and to inform and revise teaching practice and assessment strategies.
- Provide students with task sheets which:
 - Clearly identify learning outcomes;
 - Provide assessment criteria / standards which will be used to measure progress against the identified learning outcomes;
 - Identify clear links between each part of the task and the assessment criteria/standards the task is designed to measure.
- Provide a timeline of learning checks prior to submission of Assessment OF Learning tasks (where appropriate).
- Provide appropriate scaffolding to support students to complete assessment tasks (e.g. direct instruction/deconstruction of learning outcomes and assessment criteria, clarification between components of the task and the standard, sequencing completion of the task into manageable parts with established due dates).
- Seek support from Learning Area Leaders and Director of Inclusive Education to adjust tasks to support student learning if required or mandated by the Disability Discrimination Act (DDA).
- Communicate concerns regarding compliance and student achievement to parents, learning Area Leaders, SACE and VET Coordinator and Head of School where necessary.

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- Maintain accurate and comprehensive records of student achievement, negotiated extensions, special provisions and supporting documentation in SEQTA.
- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor learning progress, as directed by the Learning Area Leaders.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

Working with Colleagues

The Teacher will:

- Work collaboratively and respectfully in year level, mentor and faculty teams.
- Work collaboratively and respectfully with all staff.
- Contribute to and participate in staff professional learning.
- Develop and maintain effective professional partnerships with all staff.

Working with Students

The Teacher will:

- Maintain clear professional boundaries with all students and recent graduates of the College.
- Provide a motivational learning environment for all students.
- Maintain a focused, organised, task-oriented learning environment.
- Ensure that all students are engaging effectively in lessons to achieve the expected lesson aims and learning outcomes.
- Support students to adhere to timelines for the completion of work.
- Support individual students to access all elements of the curriculum.
- Provide pastoral support to students as appropriate.
- Establish positive and effective relationships with students.
- Follow all prescribed procedures to respond to students who do not meet expected work or assessment requirements.
- Manage student behaviour effectively to promote an effective learning environment for all students in the class.
- Apply prescribed consequences and strategies to respond to students who do not demonstrate responsible behaviour expectations.
- Support students to meet the expected requirements for uniform, behaviour, attendance, punctuality and other expected College Standards.

Interaction with the College Community and Privacy

The teacher will:

- Demonstrate effective communication skills with students, colleagues, parents /caregivers, and other community members.
- Celebrate student work in the fortnightly newsletter as appropriate.
- Abide by the College Social Media Policy and ensure the good name of the College is not brought into disrepute.
- Ensure any intended published material is sent to the Head of School for approval prior to it being distributed electronically or via any other form of media.
- Never act as a spokesperson for the College.
- Inform the Principal of any likely media issues that may affect the College should you become aware of such.
- Protect and ensure that all private and personal information relating to students, colleagues, and staff employed by the College, Council members or parents is kept confidential during the term of employment and post-employment at the College.

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

Reference: Division 4, Section 27 and 28 WHS Act 2012

Person Specification

Essential – it is an expectation that the Teacher will:

- Be a highly motivated educator who has a record of delivering successful student outcomes.
- Possess appropriate qualifications, expertise, and experience.
- Possess the commitment, knowledge, and skills necessary to foster Christian community and an ethos appropriate to an Anglican and Catholic College.

St Columba College

Teacher | Position Information Document

- Demonstrate an active involvement in a faith community.
- Demonstrate an understanding of, and commitment to, principles of social justice, gender, and equity.
- Possess excellent interpersonal and communication skills.
- Meet all documentary/regulatory requirements of the Teacher's Registration Board and of St Columba College including a satisfactory police check and other screening procedures on appointment and to ongoing police checks at regular intervals as requested throughout employment.

Desirable – it will be an advantage to have:

- Post-Graduate studies in Education.

Performance Review

- The Teacher must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Teacher to ensure that the Position Information Document is accurate.

Principal's Name Leanne Carr

Signature: _____

Date: _____

Teacher's Name: _____

Signature: _____

Date: _____

Role Review Date: _____

Performance Review Date: _____

Employment Declaration Form: Confidential to the Principal

Position for which application is made _____

Personal Details:

Surname: _____ Given Name(s): _____

Former Names _____

Title: Mr Mrs Ms Miss Other _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Religious Affiliation: _____

South Australian Teacher's Registration Number: *(If Applicable)* _____

(Please enclose a photocopy of current Teacher's Registration Certificate)

TRB / DCSI Expiry Date: _____

Please note: You must provide the ORIGINAL TRB issued teacher registration certificate (if applicable) and DCSI issued Child-Related Employment Screening Clearance for sighting at your work location.

Tertiary Qualifications:

Year Awarded	Award (Deg., Dip., Cert., etc)	Institution

Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

Religious Dimension of St Columba College:

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes No

Are you currently a practicing member of a worshipping community? Yes No

Employment Declaration Form:

Please respond to each of the questions below and sign the declaration at the end of this form

Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received)

Yes No

Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes No

Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?

Yes No

Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services?

Yes No

Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?

Yes No

(If applicable) Do you have conditions on your SA Teacher Registration?

Yes No

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Principal's Delegate to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal/Principal's Delegate** and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal/Principal's Delegate** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signature: _____

Date: _____