

## Information for Potential Applicants

### Teacher of Inclusive Education (Years 6-12)

**Replacement, Full-time**  
**21 January 2019 – 6 December 2019**

Thank you for your interest in St Columba College. Below you will find information to follow when submitting your application.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. Please include a statement of no more than three pages addressing the following criteria:
  - Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of St Columba College.
  - Apply a strong knowledge of curriculum and inclusive education practices that support quality learning for students with disabilities and additional needs.
  - Facilitate the development of Individual Education Plans (IEPs) in collaboration with staff, parents/caregivers and students.
  - Work collaboratively with colleagues to plan adjustments to enable successful student learning outcomes.
  - Plan and deliver intervention programs to support the learning needs of students.
  - Create and support learning environments that are engaging and inclusive of all and enhance student wellbeing and personal responsibility.
  - Demonstrate excellent interpersonal and communication skills.
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. Applications should be emailed to the contact below:

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

**Applications close 9:00am Monday 12 November 2018**

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# Teacher of Inclusive Education (6-12)

Position Information Document



**St Columba** College  
A joint Anglican and Catholic College

# St Columba College

## Teacher of Inclusive Education (Years 6-12) | Position Information

### 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 Teacher of Inclusive Education is responsible to the Principal through the Coordinator of Inclusive Education (6-12) for supporting curriculum planning, pedagogy, teacher development and the administration processes for students with disabilities or additional learning needs.

### Key areas of work

The Teacher of Inclusive Education is expected to undertake the following responsibilities:

- Liaise and collaborate with the Coordinator of Inclusive Education (6-12) about the needs of students across Middle and Senior Schools.
- Apply a strong knowledge of curriculum and inclusive education practices that support quality learning for students with disabilities and additional needs.
- Facilitate the development of Individual Education Plans (IEPs) in collaboration with staff, parents/caregivers and students.
- Support teachers to differentiate the teaching, learning and assessment for students with disabilities or additional learning needs.
- Work collaboratively with colleagues to plan adjustments to enable successful student learning outcomes.
- Liaise with SACE and VET Coordinator to plan and document the SACE requirements for students with disabilities and additional learning needs.
- Collaborate with the Coordinator of Inclusive Education (6-12) and Futures Counsellor to identify and support pathways beyond school for students with disabilities and additional learning needs.
- Plan and deliver intervention programs to support the learning needs of students.
- Create and support learning environments that are engaging and inclusive of all and enhance student wellbeing and personal responsibility.
- Lead review meetings for students with Individual Education Plans and maintain documentation.
- Maintain detailed records for all meetings with parents/caregivers, staff and agencies.
- Assess and collate data for identified students or potentially resourced students for funding.
- Support the transition of new students with disabilities and additional learning needs.
- Attend Inclusive Education team meetings.

### Professional Responsibilities

All 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 and teaching for students within the College.

# St Columba College

## Teacher of Inclusive Education (Years 6-12) | Position Information

- 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.
- 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.
- 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 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.

### 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*

### Personal Qualities and Skills

- Actively supports the Anglican and Catholic faith, the College's Vision and Mission and Strategic Plan.
- High level of confidentiality, trust, integrity and work ethic.
- Proactive, resilient and be able to work productively in a complex environment.
- Well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with students, staff and parents.
- Proven administration and organisational capabilities.

# St Columba College

## Teacher of Inclusive Education (Years 6-12) | Position Information

- Demonstrate an active commitment to ongoing professional learning.

Desirable – it will be an advantage to have:

- Post-Graduate studies in Special Education.

### Performance Review

- The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Teacher of Inclusive Education (6-12).
- The Teacher of Inclusive Education will 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 of Inclusive Education to ensure that the Position Information Document is accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Principal or Delegate*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Teacher of Inclusive Education (6-12)*

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: \_\_\_\_\_