

INFORMATION FOR POTENTIAL APPLICANTS

**Learning Area Leader
English (POR 2)
Ability to teach English across Year 8-12
Permanent Fulltime
Commencing 21 January 2019**

Thank you for your interest in the Learning Area Leader position. Below you will find information to follow when submitting your application. The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Learning Area Leader. The position is for a fixed term of 2 years and attracts the additional salary of a Position of Responsibility (POR) Level 2.

At the conclusion of this term the Learning Area Leader will return to a substantive teaching position and associated salary at their Band 1 incremental step.

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 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. 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.

Learning Area Leader

Position Information Document



St Columba College
A joint Anglican and Catholic College

St Columba College

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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 Learning Area Leader is responsible to the Principal, through the Assistant Principal – Learning and Teaching R-12 for providing leadership and direction to teachers in the learning area in the following areas; curriculum planning and programming, pedagogy, teacher development and coordinating the administration processes for the learning area.

Key areas of work

Learning Area Leaders are expected to undertake the following responsibilities:

Leadership

- Develops an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of each student
- Supports the College Vision and Mission, strategic goals and annual development plans and develop related goals for the learning area
- 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

Curriculum and Pedagogy

- Promotes a shared understanding and approach to the College's Vision for Learning and School Wide Pedagogical Framework
- Coordinates and supports teacher planning for the learning area using the Australian Curriculum and SACE across Years 6-12
- Ensures common content is aligned across the year level and in all classes
- Develops a unified approach to assessment and reporting within the learning area
- Models and supports teachers to effectively use SEQTA for documenting planning, assessment and recording student achievement in Marks Books
- Supports the implementation of SEQTA Learn and Engage by supporting teachers to ensure high quality programs are developed for each subject within the learning area
- Analyses student data and identify trends for improvement
- Leads and facilitates team meetings to undertake the following:
 - Use a data driven approach to improve student learning outcomes
 - Identify improvement goals for student learning within the learning area
 - Collaboratively plan to differentiate, assess and moderate student learning
 - Evaluate, document and report team's progress across the team
- Leads and promotes research based best practice in pedagogy for the learning area
- Be aware of trends and events relevant to the learning area in particular to the Australian Curriculum and SACE

- Participates in subject selection processes and counselling for students
- Be an advocate and promote the learning area within the community and encourage student participation in subject competitions and other extension activities

Development of Teaching Staff

- Promotes and builds a team culture within the learning area team
- Supports and oversees teacher development within the learning area
- Utilizes the gifts and talents of individual teachers and provide encouraging and affirming opportunities to share practice
- Organises relevant professional learning for the team to support best practice
- Provides support and feedback to teachers through reflection, coaching and peer observation
- Provides pastoral care and support to new teachers in the team
- Liaises with networks and subject associations to be informed and contribute to the learning area
- Advises the Principal on employment of new teachers to meet the needs of the learning area

Administration

- Actively attends and participates in regular Learning and Teaching Committee meetings
- Ensures Course Outline and Subject Descriptions are reviewed and updated for the learning area
- Oversees the purchase of books, materials and equipment
- Oversees the planning for excursions within the learning area
- Maintains a database of resources for subjects taught within the learning area
- Oversees and manage the learning area budget
- Be a contact person for parents and/or community enquiries
- Work with and support the WHS Coordinator to ensure staff are aware of WHS requirements for the learning area
- Oversee the copyright regulations are followed by teachers within the learning area
- Reports progress to the Assistant Principal – Learning and Teaching R-12
- Provides a report for the Annual Year Book

Other

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

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

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- 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
- Demonstrates an active commitment to ongoing professional learning

Performance Review

- The Learning Area Leader 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 Learning Area Leader to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____
Principal or Delegate

Signed: _____ Date: _____
Learning Area Leader

Role Review Date: _____ Performance Review Date: _____

Position of Responsibility (POR) Level 2

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Learning Area Leader. The Learning Area Leader position is for a fixed term of 2 years and attracts the additional salary of a Position of Responsibility (POR) Level 2.

At the conclusion of this term the Learning Area Leader will return to a substantive teaching position and associated salary at their Band 1 incremental step.

In the circumstance that the College requires a POR appointment for the position beyond the first term the Learning Area Leader will be entitled to apply along with any other applicants should they wish to do so.

POR 2 Allowance: \$8,670 per annum

Release to undertake the role: 7 x 50 minutes

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: _____