

INFORMATION FOR POTENTIAL APPLICANTS

Literacy Intervention Teacher Reception – Year 5

Commencing 30 July 2018 and concluding 7 December 2018
Replacement, 0.7 FTE

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

Your application should include:

1. A one page covering letter.
2. A statement addressing the following selection criteria:
 - Actively supports and contributes to the Anglican and Catholic identity and ethos of St Columba College
 - Collaborates with the Literacy Lead Teacher and EAL Coordinator to analyse student literacy data and identifies trends and students at risk
 - Applies evidence based reading strategies to facilitate successful literacy learning with small groups or one on one
 - Implements common assessment that measures literacy progress across R-5
 - Collaborates with classroom teachers to share data and student progress
 - Applies positive behaviour strategies and prescribed procedures to support responsible behaviour choices of students
 - Work collaboratively and respectfully with colleagues in a team environment.
3. Curriculum Vitae listing name and contact details of three referees. Please ensure that you include ***your current employer***.
4. Please also ensure that you complete the ***Application Declaration Form*** (available on our website) 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, Friday 20 July 2018

Literacy Intervention Teacher (Reception – Year 5)

Position Information Document



St Columba College
A joint Anglican and Catholic College

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 Literacy Intervention Teacher is responsible to the Principal through the Head of Junior School to lead and support effective literacy practices across R-5. The Literacy Intervention Teacher works in collaboration with the Literacy Lead Teacher, Inclusive Education Coordinator and EAL Coordinator to develop best practice in literacy learning and teaching. The Literacy Intervention Teacher will translate a vision for literacy into action and effectively support students, staff and families to improve the learning outcomes for all.

The teacher is employed by St Columba College Council, Munno Para Inc. The teacher's conditions of employment are articulated in The South Australian Catholic Schools Enterprise Agreement 2017 (as amended).

Key Areas of Work

The Literacy Intervention teacher is expected to undertake the following responsibilities:

- Actively supports and contributes to the Anglican and Catholic identity and ethos of St Columba College
- Collaborates with the Literacy Lead Teacher and EAL Coordinator to analyse student literacy data and identifies trends and students at risk
- Applies evidence based reading strategies to facilitate successful literacy learning with small groups or one on one
- Promotes research based best practice in pedagogy for literacy.
- Implements common assessment that measures literacy progress across R-5
- Responds to learners needs by designing individual programs to meet their strengths and needs
- Completes administrative tasks accurately and on time, including record keeping
- Collaborates with classroom teachers to share data and student progress
- Communicates with parents and caregivers to inform them of student progress
- Establishes structures and processes to achieve a productive learning environment
- Facilitates professional learning to staff members as required
- Ensures that confidential information is handled appropriately
- Advocates and promotes literacy in the community

Working with Colleagues

- Works collaboratively and respectfully with all staff
- Contributes to and participates in staff professional learning
- Develops and maintains effective professional partnerships with all staff

Working with Students

- Completes administrative tasks accurately and on time, including record keeping
- Follows all prescribed procedures to respond to students who do not meet expected work or assessment requirements
- Manages student behaviour effectively to promote an effective learning environment for all students
- Applies positive behaviour strategies and prescribed procedures to support responsible behaviour choices of students
- Supports students to meet the expected requirements for uniform, behaviour, attendance, punctuality and other expected College Standards

Interaction with the College Community and Privacy

- Demonstrates effective communication skills with students, colleagues, parents /caregivers, and other community members
- Abides by the College Social Media Policy and ensure the good name of the College is not brought into disrepute
- Ensures 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 acts as a spokesperson for the College
- Informs the Principal of any likely media issues that may affect the College should you become aware of such
- Protects and ensures 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

Professional Responsibilities

Teachers are expected to:

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College
- Ensure the safety of all students
- Be an outstanding practitioner, ensuring students are engaging in the Australian Curriculum as prescribed by the College.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba 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
- 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

Person Specification

It is an expectation that the Literacy Intervention 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.
- Demonstrate an active involvement in a faith community.
- Demonstrate an ability to be innovative and strategic
- Possess excellent interpersonal and communication skills.
- Demonstrate an understanding of, and commitment to, principles of social justice, gender, and equity.
- 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.

Performance Review

- The Literacy Intervention 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 Literacy Intervention Teacher to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____
Principal or Delegate

Signed: _____ Date: _____
Literacy Intervention Teacher

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: _____