

**Information for Potential Applicants**

**Teacher of Music Years 6-10**  
**and**  
**Coordinator of Co-Curricular Music (POR 1)**

**Replacement, Full-time**  
**24 July 2017 – 29 September 2017**

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 curriculum knowledge and teaching methodology to facilitate outstanding student learning outcomes in Music in the Middle and Senior Years
  - Establish positive and effective relationships with students that foster a focused, organised and engaging learning environment
  - Coordinate and prepare choir and ensembles
  - Coordinate liturgical music and singing for liturgies and prayer services
  - Coordinate all aspects of the music tutor program
  - Provide performance support for College functions
  - Work collaboratively and respectfully with colleagues in a team environment
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 on Monday 29 May at 9.00am**

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# Teacher

## Position Information Document



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

# St Columba College

## Teacher | 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 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.

- 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.



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## 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.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Teacher*

Role Review Date: \_\_\_\_\_ Performance Review Date: \_\_\_\_\_

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Coordinator of  
Co-Curricular Music  
Position Information Document



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### Broad Purpose

The Coordinator of Co-Curricular Music will be responsible to the Principal through the Deputy Principal R-12.

The Coordinator of Co-Curricular Music will have the following responsibilities:

### Key areas of work

- Support the Anglican and Catholic ethos of the College
- Be an advocate for and promote Music within the community and encourage student participation

### Music Performance – Choir and Ensembles

- Prepare and undertake practice sessions for both the choir and ensembles
- Seek opportunities and arrange for music students to perform at assemblies, liturgies, special College and community events
- Encourage students to engage in contemporary as well as more traditional ensemble performance groups
- Liaise with the Directors of Spirituality and Chaplain to prepare liturgical music
- Coordinate liturgical music and singing for liturgies and prayer services when required
- Work with the Drama teachers in the supporting the link between the two learning areas, engaging Music students wherever possible
- Provide performance support for College functions

### Instrumental Tutor Program

- Promote the instrumental tutor program across Years R-12
- Coordinate all aspects of the music tutor program, including seeking out appropriately qualified tutors to conduct private tuition at the College for specific instrument training
- Ensure and implement appointment and induction processes for instrumental tutors by liaising with WHS and Child Protection Officer
- Coordinate the annual Music Celebration Concert for instrumental and music students
- Collaborate with the Administration Officer to undertake administration tasks for the role

### 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
- 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 Coordinator of Co-Curricular Music 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: \_\_\_\_\_  
*Coordinator of Co-Curricular Music*

Role Review Date: \_\_\_\_\_ Performance Review Date: \_\_\_\_\_

### Position of Responsibility (POR) Level 1

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Coordinator of Co-Curricular Music. The Coordinator of Co-Curricular Music position is for a fixed term of 1 year and attracts the additional salary of a Position of Responsibility (POR) Level 1.

At the conclusion of this term the Coordinator of Co-Curricular Music 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 Coordinator of Co-Curricular Music will be entitled to apply along with any other applicants should they wish to do so.

**POR 1 Allowance:** \$2,908 per annum

**Release to undertake the role:** 6 x 50 minute lessons

# Application Declaration Form: Confidential to the Principal

Position Sought: \_\_\_\_\_

## Personal Details:

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

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)*

## Tertiary Qualifications:

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

Please respond to each of the questions below and add your signature.

***If you opt for a discussion with the Principal/Principal's Delegate rather than answering one or more of the questions YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.***

Have you ever been charged with a criminal offence? *If yes, please provide details.* Yes  No

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Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes  No   
*If yes, please provide details.*

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Our process includes asking referees whether there are any child protection concerns in your regard.  
Do you foresee any problems arising from this process? Yes  No   
*If yes, please provide details.*

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

*The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.*

*I declare that I am fit and able to perform the requirements of the position for which I am applying.*

*I declare that the information in this application is true and correct and acknowledge that any falsification or suppression will render this application invalid.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_