



INFORMATION FOR POTENTIAL APPLICANTS

Teacher + Director of Diverse Learning (R-5) (POR 3) Full time Teacher with 15 month Replacement POR tenure Commencing Term 2, 2025

Thank you for your interest in the advertised teaching position at St Columba College.

St Columba College is seeking to appoint a full-time Teacher, with an additional 15 month replacement POR tenure for the role of Director of Diverse Learning (R-5) in Term 2, 2025.

The focus of the POR is to lead and implement policy and procedures to ensure that all students maximise their learning through wellbeing approaches, programs and pedagogy. The Director of Diverse Learning (R-5) has a broad remit to ensure that students are experiencing positive wellbeing, and are flourishing in their relationships, self-esteem and learning.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your qualifications, experience and skills which address the 'Key Responsibilities' of the Position Information Document.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Employment Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to the Liane Anderson on 8254 0608 or via email at employment@stcolumba.sa.edu.au.
5. **Please submit your application via email in one (1) PDF format and in the following order:**
 - Employment Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:
Mr Darren Pitt
Principal
employment@stcolumba.sa.edu.au

Applications close 5pm, Thursday 27 February 2025

Position Information Document

DIRECTOR OF DIVERSE LEARNING R-5 (POR 3) (REPL)



Term of Appointment:
28 April 2025 to 20 July 2026

Employment Type:
Replacement, 15 Months

Salary:
Teaching Step + POR 3 Allowance

POR 3 Allowance: \$16,711 per annum (pro-rata to duration of contract)

Conditions of Employment

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Director of Diverse Learning R-5.

Reports to:
Principal (or Delegate)
Head of Curriculum and Learning R-12

The position has a teaching load of 0.2FTE

The employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

The Director of Diverse Learning R-5 is responsible to the Principal through the Head of Curriculum and Learning R-12 for leading curriculum planning, pedagogy, teacher development and coordinating the administration processes for students who are resourced as well as other students who have been identified as requiring support. The role of the Director of Diverse Learning R-5 is to provide exemplary leadership in the area of learning diversity and intervention to promote improved student learning outcomes and engagement by modelling best practice.

2. KEY WORKING RELATIONSHIPS

Principal	Head of Curriculum and Learning R-12
Deputy Principal R-12	Colleagues
Head of Schools	Students, Parents and Caregivers

3. LEADERSHIP AT ST COLUMBA COLLEGE

- Model and empower staff to develop an environment which promotes the Anglican and Catholic Ethos and provides for the social, emotional, physical, intellectual and spiritual growth of each student
- Actively support the College Vision, Mission and strategic plan
- Lead and support staff to build a culture of excellence and participation
- Develop Annual Plans with specific goals for improvement in line with the College Strategic Plan
- Provide leadership in prayer and liturgy and other religious celebrations
- Undertake research and is aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching programs
- Implement decisions made by the Leadership Team in regard to College policies and procedures

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4. KEY RESPONSIBILITIES

- Work with the Principal to ensure that the College is meeting and adhering to legislative and compliant requirements as outlined by the relevant authorities
- Work with the Principal to ensure the College meets its obligations under the Disability and Discrimination Act (1992) and Disability Standards for Education (2005)
- Lead and implement processes to identify and analyse the individual needs of students, particularly those with learning, social emotional, physical, sensory or medical needs
- Promote and inform staff, students and parents in the areas of general and specific learning diversity and/or disability within the NCCD Framework
- Provide effective leadership to improve team performance and build the collective efficacy of staff in supporting students with diverse learning needs
- Liaise with external agencies in order to support students with diverse learning needs
- In conjunction with the Head of Curriculum and Learning R-12 foster a whole-school approach to differentiation to build staff capacity
- Work with teachers to design, model and evaluate effective teaching strategies to engage all learners in the classroom, ensuring the material is accessible for all
- Oversee and lead the work of the Diverse Learning Team including the development of appropriate timetables for members of the team
- Develop and deliver relevant and appropriate learning development for staff, ensuring staff are aware of current developments within the area of diversity needs and lead them in relevant professional learning
- Oversee the transition of students with diverse learning needs and provide support structures for students during transition and ensure that necessary steps are in place for students identified in advance of having learning needs
- In conjunction with the Diverse Learning Teacher, work with individual staff to assist them to develop their capacity in supporting students with diverse learning needs
- Work with Learning Area Leaders in the development of programs across the College to best support students with their learning, including targeted support and enrichment opportunities
- Brief and continually update staff as to the individual needs of students within the learning support programs
- Oversee appropriate assessment and reporting procedures and processes to support students with diverse learning needs
- Encourage students, teachers and parents to be actively involved in the planning of learning programs and goals
- Work collaboratively with parents to develop appropriate structures for students with diverse learning needs
- Ensure the maintenance of accurate student records and the transfer of information to staff and parents
- Organise, where appropriate, educational assessments of students with appropriate personnel
- Document and maintain student Personalised Plans for Learning (PPL)
- Maintain detailed records for all meetings with parents/caregivers, staff and agencies
- Liaise with CESA Consultants, professionals and other agencies as required
- Attend Learning Area Leaders Meetings as required
- Prepare and administer the annual budget

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NCCD

- Lead the NCCD process, complete an internal audit of evidence, and submit the data online annually, so that the College Principal can validate the data
- Complete the NCCD annual audit and provide a summary to the Leadership Team
- Prepare applications for funding for students with diverse learning needs under the Commonwealth Government NCCD program
- Collect, collate and record data for the NCCD
- Consider ways of creating ongoing improvement in the procedures used to collect and assess documentation used in the NCCD submission
- Develop, test, implement, monitor and evaluate NCCD proformas
- Undertake NCCD administration process as required, which could include, but is not limited to, NCCD audit and data collection
- Set up and maintain the NCCD reporting database through updating data in the CEM data collection form for schools
- Support teaching staff in the identification and recording of appropriate adjustments for students with diverse learning needs
- Create and maintain NCCD evidence and supporting documentation both electronic and hard copy
- Generate NCCD reports for the Leadership Team as requested

5. PERSONAL QUALITIES AND SKILLS

- Possess the commitment, knowledge, and skills necessary to foster Christian community and an ethos appropriate to an Anglican and Catholic College
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the College's requirements and act in accordance with all College policies, guidelines and procedures
- Understand the Privacy Act in relation to staff, students and families at the College
- Strong understanding of learning diversity and intervention
- Be a highly motivated educator who has a record of delivering successful student outcomes
- Possess well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with staff
- High level of confidentiality, trust, integrity and work ethic
- Possess the ability to actively support, model and promote continuous learning and ongoing development of teaching staff
- Proven administration and organisational capabilities
- Possess a strengths-based approach and solutions focus
- Energy, positivity and passion for building capability of teaching staff

6. SPECIFIC REQUIREMENTS

- Relevant academic qualifications to enable registration as a Teacher in South Australia
- Current South Australian Teachers Registration Board Certificate
- Hold a current acceptable Working with Children Clearance to work in Catholic Education SA
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training
- Relevant First Aid qualifications

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- Ability to provide evidence of vaccination against, or prove immunity to, COVID-19 and other diseases as specified by the College; or provide evidence of a medical contraindication to the available and approved vaccines, to the satisfaction of the College
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held

7. 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

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).

Position Information Document

TEACHER



Employment Type:
Permanent/Replacement

Salary:
Teaching step according to salary determination

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

The teacher's employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. KEY WORKING RELATIONSHIPS

Principal	Teaching and non-teaching staff
Deputy Principal R-12	Students
Head of School	Parents and Caregivers and other member of the College community

2. BROAD PURPOSE

To work collaboratively with leaders, colleagues, parents/caregivers and others as applicable to facilitate positive learning by students and engage in educational reform.

The teacher will:

- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learner's needs
- Develop and maintain positive and effective working relationships
- Provide a balanced and challenging program relevant to the needs of the students (including developing Individual Learning Plans, as appropriate)
- Assess, record and report learner achievement using required programs and systems
- Establish structures and processes to achieve a productive learning environment
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities as required

3. DUTY STATEMENT

Professional Responsibilities

- Fulfil all requirements of the Australian Professional Standards for Teachers
- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College
- Operate in accordance with the St Columba College Code of Conduct and the Charter of Teachers in SA Catholic Schools
- Comply with relevant legislation as well as the College's and South Australian Commission for Catholic Schools (SACCS) policies, guidelines and procedures
- Meet and teach students at designated locations and times
- Appropriately assist students who are hurt, sick or in distress
- Diligently undertake supervision duties, including regular yard duty
- Complete administrative tasks accurately and on time including record keeping
- Attend staff and other required meetings, parent teacher interviews and other school-related activities as required

- 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
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held

Content of Learning and Teaching

- Plan a comprehensive learning program in line with Australian Curriculum
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Demonstrate best practice in teaching and learning and remain current in knowledge and application and update/adjust practice to achieve same

Classroom Management and Behaviour Education

- Establish positive and effective relationships with students
- Establish and maintain a task-oriented learning environment
- Set and adhere to timelines for completion of work
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities to suit the learning activity
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS and College policies and procedures
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per College policy
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor learning process
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College

Interaction with the College Community and Privacy

- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times
- Work effectively as a member of the College team to actively and positively support College activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas

- Positively engage in and undertake professional development, training and professional reviews when required
- Understand the Privacy Act in relation to staff, students and families at the College
- Abide by the College Social Media Policy and ensure the good name of the College is not brought into disrepute
- Never act as a spokesperson for the College
- 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

4. PERSON SPECIFICATION

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- Demonstrated skills, knowledge and experience relevant to the role requirements
- High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes
- Be self-directed and utilise initiative and judgement to fulfil role requirements
- Excellent organisational skills with ability to problem solve and ensure required timelines are met
- Willingness to actively and positively uphold and contribute to the culture and ethos of the School
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively

5. SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Staff do not need to be vaccinated against COVID-19, with the exception of Staff working in a defined Catholic Education SA High-Risk Setting. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

6. 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 28 – SA WHS Act 2012)

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or Delegate).

Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other _____ **SURNAME:** _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional) **TELEPHONE:** _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia:

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): _____

You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | |
|--|-----|----|-----|
| 1. 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 | |
| 2. 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 | |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | Yes | No | |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No | |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including 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 | |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 6. 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 | |
| 7. (If applicable) Do you have conditions on your SA teacher registration? | Yes | No | N/A |

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 (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

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** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.

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.

Signed: _____ Date: _____

OFFICE USE:

Principal signature: _____ Date: _____