Year 7 Coordinator POR 1
Job and Application Specification
Full time Permanent 1.0 FTE

To commence Term 1, 2018.

Cardijn College is a Catholic coeducational Secondary College situated in the southern suburbs of Adelaide with an overall enrolment of 900 students.

Cardijn College is seeking to appoint a passionate, dynamic and innovative, **Year 7 Coordinator** who demonstrates a high level of knowledge and experience in teaching at Year 6/7 level with a strong commitment to teaching excellence and fostering strong community relationships. The **Year 7 Coordinator** will work with a team of teachers to deliver a diverse program to our Yr7 cohort.

Position Objective:

To provide a high degree of teaching excellence in this field through the provision of innovative instruction based on sound pedagogies in order to maximise student learning and engagement.

Successful Candidate:

Credentials

To be successful in this role you will have the following credentials:

- A tertiary qualification in the field of education.
- A current Teachers Registration Board (TRB) registration certificate.

Selection Criteria

To be successful in this role you will demonstrate the following:

- Active support for the Catholic ethos and the College Mission and Values
- Experience in teaching students at Year6/7 level
- Proven ability to innovate in program development for Year 7s
- Proven ability to develop and work with a team of teachers
- Proven ability to build relationships between students, parents, staff and community
- Advanced interpersonal, communication, collaboration and teamwork abilities
- Strong planning, organisation and time management skills
- Ability to contribute to the College's extra-curricular program would be an advantage

Employment Conditions and Benefits:

Cardijn College provides a supportive, inclusive and stimulating work environment, with access to outstanding facilities and resources to enable academic excellence. The employment terms and conditions are governed by the South Australian Catholic Schools Enterprise Agreement 2013.

Applications:

If you are interested in this outstanding opportunity, please include the following in your written application:

- Covering letter outlining your strengths against the selection criteria
- Completed application form (as included in this pack)
- Copies of your academic qualifications and credentials
- Names and contact details of three referees:- one of which must be your current employer
- Teacher Registration Certificate
- Applicant Declaration Form (as included in this pack)

Please submit your applications to employment@cardijn.catholic.edu.au by **4pm, Monday 28th August 2017.**

CARDIJN
COLLEGE

t: (08) 8392 9500
f: (08) 8392 9595
w: www.cardijn.catholic.edu.au
e: admin@cardijn.catholic.edu.au

Honeypot Road,
Noarlunga Downs SA 5168
PO Box 438
Noarlunga Centre SA 5168

APPLICATION FORM

PERSONAL PARTICULARS **TEACHER REGISTRATION NUMBER:** _____

Surname: _____ Given names: _____

Preferred name: _____ Title: (eg. Ms, Mr) _____ Date of Birth: / /

Address: _____

_____ Post Code: _____

Phone No: ( ) _____ Mobile No: _____

Email address: _____

Religion: _____

Do you have a medical condition which your employer should be aware of in assessing your suitability for the position? Yes No

Have you been convicted in a Court of Law other than for a Traffic offence? Yes No

CURRENT EMPLOYMENT

Present Position: _____ Phone Number: ( ) _____

Employer's Name: _____

Work address:

_____

_____ Post Code: _____

REFEREE REPORTS

CURRENT EMPLOYER/PRINCIPAL

Name: _____

Address: _____ Post Code: _____

Phone No: ( ) _____ Mobile No: _____

OTHER PROFESSIONAL REFEREE

Name: _____

Address: _____ Post Code: _____

Phone No: ( ) _____ Mobile No: _____

OTHER PROFESSIONAL REFEREE

Name: _____

Address: _____ Post Code: _____

Phone No: ( ) _____ Mobile No: _____

EMPLOYMENT HISTORY

Position Held	Date Commenced	Date Finished	School
Eg. SOSE Teacher	*25/1/ 1993*	*7/9/1996*	*St Patrick's, MacKay*

TERTIARY QUALITICATIONS

Institution	From	To	Qualifications

SECONDARY EDUCATION

School Attended	Year

ACCREDITATION

Have you completed the Graduate Certificate in Catholic Studies? Yes No
Are you enrolled in units of the Graduate Certificate in Catholic Studies? Yes No
If the answer to either question is 'Yes' please enclose documentary evidence.

QUALITIES, APTITUDES, EXPERIENCE AND ASPIRATIONS THAT YOU WILL BRING TO THIS POSITION

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

PUBLICATIONS

PAPERS PRESENTED

CONFERENCES, PROFESSIONAL DEVELOPMENT ACTIVITES ATTENDED IN RECENT YEARS

EXTRA CURRICULAR INTERESTS

Activity	Relevant Experience / Qualifications
1	1
2	2
3	3

DOCUMENTATION REQUIRED

Cover letter	☐
Statement Responding to Selection Criteria	☐
Teacher Registration Certificate	☐
Responding to Abuse & Neglect Certificate	☐
Applicant Declaration Form	☐

EMPLOYMENT COLLECTION NOTICE

In applying for this position and submitting your application for employment you will be providing Cardijn College with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate you have the right, in accordance with the provisions of the Privacy legislation, to notify us and make any updates or corrections.

Where you have provided us with the name and address of a person in connection with your application (e.g. referee), you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

I agree with the above conditions and certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

APPLICANTS AFFIRMATION

I certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about employment.

Signature of Application: _____ Date: / /

You are reminded to include all necessary documentation as noted on this page.
Please return this form to:

The Principal, Cardijn College
PO Box 438, Noarlunga Downs SA 5168
or
Email: employment@cardijn.catholic.edu.au

Receipt of your application will be acknowledged via email.

Classroom Teacher

Position Information Document

2017

Name	
Responsible to	**Relevant Leaders and ultimately to the Principal**
Classification	**Teacher**
Fractional Time	**1 FTE**
Tenure	

Broad Purpose

The work of the teacher is to collaborate with colleagues, parents/care givers and CESA personnel to facilitate the learning by students and to engage in educational innovation. The teacher is responsible for the development and implementation of relevant curriculum to the students in their care.

Key Working Relationships

- College Leaders
- College Staff
- Students
- Parents

TEACHER DUTY STATEMENT

Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Have a commitment to uphold and contribute to the ethos of Catholic schools
- Have a commitment to uphold and contribute to the ethos of Cardijn College
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Complete administrative tasks accurately and on time including record keeping
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher
- Appropriately assist students who are hurt, sick or in distress
- Meet and teach students at designated locations and times
- Develop and maintain effective professional partnerships with other staff
- Undertake supervision duties including yard duty diligently
- Undertake supervision of all Teachers, Education Support Officers and students in the designated area(s) of responsibility
- Attend staff meetings, parent teacher interviews and other co-curricular activities
- Accept delegated responsibilities

Content of Teaching and Learning

- Plan a comprehensive learning program
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles, and plan authentic 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
- Develop the curriculum and assessment procedures in designated curriculum areas/year level (s) according to college policies
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice

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
- Negotiate and implement consequences if expectations are not adhered to
- Arrange student furniture to suit the learning activity
- 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
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the SACCS Policy for the Development of Personal Responsibility (2001)
- Respond appropriately to student behaviour
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Consistently maintain behavioural expectations
- 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 student learning and achievement
- 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 and broader community

- Demonstrate effective leadership skills in designated areas of responsibility
- Demonstrate effective communication skills with students, colleagues, parents or guardians and others
- Work effectively as a member of a college team in a range of college activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice

WORK HEALTH AND SAFETY

Commitment

- Support the development and maintenance of a best practice WHS culture within the workplace
- Adhere to safe work practices
- Encourage colleagues and others on the worksite to adhere to safe work practices
- Be responsible for WHS and maintenance in any area or classroom designated
- Provide appropriate WHS training for persons using designated areas

Legal and Policy Requirements

- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

Plans and Budgets

- Implement relevant actions in WHS plans as required

Performance and Training

- Participate in relevant WHS training programmes
- Provide appropriate WHS training for persons using designated areas
- Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences, WHS incidents and near misses in accord with the Catholic Church Safety Manual

Consultation

- Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution
- Regularly discuss WHS issues with other staff at staff meetings
- Regularly consult with colleagues on WHS issues, and actively participate in WHS committees if required

Monitoring

- Monitor and evaluate their WHS performance
- Monitor the health, safety, and well-being of work colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assisting in the maintenance of WHS facilities, resources, equipment and information
- Monitor workplace WHS performance and progress of the WHS action plan for the site

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Police Clearance to work in Catholic Education SA
- Approved Mandatory Notification training
- First Aid training
- Teachers Registration
- Teacher Accreditation in Catholic Education SA
- Perform any other duties as required from time to time by the Principal

PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate
- All staff accepting a Position of Responsibility agree to participate in and cooperate fully with an appraisal of their leadership. For all POR staff, this occurs informally each year with your immediate supervisor; in your last year of tenure you can expect a formal summative appraisal of your leadership.

SIGNED _____ Date _____
(Principal or Delegate)

SIGNED _____ Date _____
(Employee)

ROLE REVIEW DATE _____

PERFORMANCE REVIEW DATE _____

Appendix 1A

CONFIDENTIAL TO THE PRINCIPAL

APPLICANT DECLARATION FORM FOR SCHOOL EMPLOYEES

NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ **MOBILE:** _____

Teachers Registration No. _____ } *(Please enclose photocopy of current teachers registration certificate if applicable)*

POSITION FOR WHICH APPLICATION IS MADE: _____

_____

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.***

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

   _____

   _____

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

   _____

   _____

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

   _____

   _____

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 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.

Signed: _____ **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.

Signed: _____ **Date:** _____

OFFICE USE:

Principal's signature: _____ Date: _____

Referred on: _____ Date: _____