



CARDIJN
COLLEGE

Position Information Document

Position Title	English as an Additional Language or Dialect (EALD)
Team	Curriculum Team
Responsible to	Director of Teaching and Learning, and ultimately to the Principal
Classification	Teaching
Fractional Time	1.0 FTE (0.85 FTE teaching, 0.15 FTE release)
Tenure	Teaching – Permanent 3 years

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrolls students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrolls students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

The English as an Additional Language or Dialect (EALD) teacher works in partnership with key staff and will have the responsibility of implementing and developing the College's strategy towards supporting EALD students. EALD teacher will primarily work with the Teaching and Learning Team. They will also support the broader teaching staff and be supported by the College Leadership Team.

Key Working Relationships

- Campus Leadership Team
- Academic Executive
- Learning Enrichment Team
- Teaching Staff
- Students
- Staff
- External Stakeholders

KEY AREAS OF WORK

The English as an Additional Language or Dialect Teacher will:

- Support students in developing English language skills—speaking, listening, reading, and writing.
- Assess and analysis of students' language proficiency and track progress over time.
- Facilitate and oversee the EALD Data Collection including LEAP levels assessments and collect samples of assessment for moderation with Catholic Education Office.
- Help students navigate cultural differences between their home culture and the new educational environment.
- Address potential barriers to learning, such as language, socio-economic factors, or trauma.
- Provide targeted language instruction tailored to students' proficiency levels.
- Use strategies like scaffolding, modelling, and repetition to make content accessible.
- Use differentiated instruction to address varied learning needs.
- Provide additional support or extension activities as needed.
- Work closely with classroom teachers to support EALD students in all subject areas.
- Share strategies, resources, and student progress with other educators.
- Engage with families and communities to support student wellbeing and language development, including ongoing case management and the development and review of Personalised Learning Plans (PLPs).
- Promote equitable access to curriculum and resources.
- Create, implement and review EALD annual improvement plan.
- Use assessment data to plan instruction and interventions, and to support the

development and implementation of the EALD School Improvement Plan in line with school priorities

- Set realistic and achievable language learning goals.
- Create a safe and supportive environment where students feel comfortable taking risks.

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
- Ensure that confidential information is handled appropriately
- 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
- Perform any other duties as required from time to time by the Principal and/or College Leaders

Content of Teaching and Learning

- Understand and implement the requirements for curriculum development and create curricula in accordance with the Australian Curriculum and school's directives
- Design, develop and implement teaching programs and lesson plans
- 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
- Research and utilise teaching resources to build upon concepts and apply them in classroom environments
- Observe students to determine how well they are performing and assist individual

students who may not be performing well

- Evaluate each student according to assessment standards, keeping in mind individual limitations
- Develop curriculum and assessment procedures in designated curriculum areas/year levels 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
- Provide students with information and support in improving performance

Classroom Management and Behaviour Education

- Supervise students during classroom and extra-curricular activities that ensures their physical and emotional wellbeing
- Manage behavioural problems in accordance with the Cardijn Behaviour Management Procedure to ensure that each student understands the need for following acceptable behaviour standards
- 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 CESA's Behaviour Education and Personal Responsibility Policy (2010)
- 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

Professional Learning

- Willingly update learning and teaching pedagogy to implement appropriate strategies that support student learning including the use of ICT
- Maintain up to date knowledge and understanding of the SACE and the Australian Curriculum
- Make a commitment to professional learning associated with all school matters including Work, Health & Safety, wellbeing, school organisation and other professional themes
- Be a reflective practitioner that engages in ongoing planning, evaluation and implementing improved strategies for the learning program
- Reflect upon NAPLAN and other data as applicable to develop improved learning strategies that lead to enhanced student learning outcomes
- Share outcomes of professional learning with colleagues

Policy & Administration

- Adhere to the Code of Conduct for staff employed in CESA schools
- Support and adhere to the CESA Teacher Accreditation Policy
- Support and implement College policies and the contents of the Staff Handbook
- Keep up to date with the College Calendar
- Fulfil professional obligations in terms of supervision of students in class and on yard duty
- Attend meetings and briefings to ensure effective communication is achieved
- Support special College events such as Feast Days, Awards Assembly and other evening events as required
- Act as an ambassador for the College through school promotions such as Open Day

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

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 of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

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

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.