



Thank you for your inquiry about the position of Fixed Term Literacy Teacher (0.6).

Please find attached the following material:

- Position Description
- Application Form

You are required to respond to the criteria stated in a letter no more than 3 pages addressing your suitability to this position.

If you have any further queries please do not hesitate to contact the school by either phone or e-mail.

Yours faithfully

Lucy Keath
Principal

Commitment to Child Safety

At St. Joseph's we strive to maintain a child safe and child friendly environment where children are safe and feel free to enjoy life to the full without any concern for their safety. The well being of children in our care will always be our first priority and we have zero tolerance to child abuse.



Professional Practice and Overview of Key Responsibilities:

The Leader of Learning and Teaching at St. Joseph's Primary School will have a key role in building a culture of purposeful learning and teaching within in our Catholic School context. The key responsibility will be the development of and understanding of pedagogical knowledge and practice in the school setting. As a learner they will cultivate a student centred professional learning community informed by data and contemporary research, theory and practice. The classroom teacher will set high expectations for the learners on a collaborative, fun, diverse way with direction from the Curriculum. Taking responsibility to support the overall community of St. Joseph's being faithful to God in the Mercy Tradition.

They will demonstrate a commitment to the following leadership capacities:

- Creating a student centred school through a Catholic lens
- Applying professional contemporary knowledge/ learning in the classroom
- Creating a learning culture for all
- Managing self and others

Specific responsibilities of the role will include:

- To ensure learning outcomes for all students and maximised with targets and benchmarks set and monitored.
- To create add support structures and processes for all learners.
- To implement, monitor and evaluate ongoing data to ensure quality teaching and learning
- To supervise a range of activities within the classroom and outside- for eg yard duty/ student engagement activities.
- To support School Initiatives
- Understand and manage classroom budget.
- To participate in Staff Meetings and Professional Learning Team Meetings .
- To be responsible for the implementation of school policy and programs.
- To be familiar with and adhere to the School's Behaviour Management Procedures which incorporate P.B.I.S.
- To prepare thoroughly for day to day teaching.
- To keep Record of Procedures on a weekly basis and include planning to meet the needs of the learners
- Maintain records of class attendance and recording student progress.
- To keep up to date a written evaluation/ record of all pupils in the class.
- To maintain a Professional Development Program to support self & school.
- To implement sound pupil management strategies in the class.
- Collaborate with colleagues by sharing responsibility for their own and others' professional learning.

Accountabilities:

The classroom teachers are accountable for the learning of the learners.

The classroom teacher will directly report to Learning Community Leaders, Deputy Principal and Principal.

Applicants are required to address the following selection criteria in a letter no more than 3 pages addressing your suitability to this position.

The successful applicant will possess the following skills and abilities-

- A commitment to Catholic Education
- An understanding of the Victorian Curriculum
- An ability to use effective teaching and learning strategies, in particular team teaching in reading and writing
 - An understanding that everyone is a learner
- An ability to build positive relationships with children, parents and fellow staff members

Application for Employment – Fixed Term Classroom Teacher (0.6)- St. Joseph’s Cobram

St. Joseph’s Cobram is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check
- proof of personal identity and any professional or other qualifications
- the person’s history of work involving children
- references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment to the *Administration Officer* position advertised in the

on _____

_____ (Newspaper, Website, etc)

_____ (Date)

PERSONAL	TITLE	GIVEN NAME(S)	SURNAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	ADDRESS	PHONE NUMBERS	
		Home	
		Mobile	
		Work	

EDUCATION	QUALIFICATIONS ATTAINED	YEAR COMPLETED	NAME OF INSTITUTION

CURRENT EMPLOYMENT	CURRENT PLACE OF EMPLOYMENT	POSITION
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT	PHONE NUMBER
		DATE BEGAN
	DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)	

PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet)</i>				

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)</i>				

REFEREES	NAME	POSITION	EMPLOYER	PHONE
				NUMBER

Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?
NO <input type="checkbox"/> YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview.

Applicant declaration

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

Signature

Date