



Always faithful to God, ourselves and others in the Spirit of the Mercy Tradition

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Thank you for your inquiry for the position of Fixed Term Classroom Teacher (full time).

Please find attached the following material:

- Position Description
- Application Form

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

A written resume with 3 verbal referees is to be addressed to:

Mrs Lucy Keath

Email: lkeath@sjcobram.catholic.edu.au

Postal: PO Box 900, Cobram Vic 3644

If you have any questions, please do not hesitate to contact the school by phone or email.

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.



POSITION DESCRIPTION: FIXED TERM CLASSROOM TEACHER

Professional Practice and Overview of Key Responsibilities:

The classroom teacher at St. Joseph's Primary School will have a key role in building a culture of purposeful learning and teaching within 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 in 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
- Comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- 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 is 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, 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 and 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 teacher is accountable for the learning of the learners.

The classroom teacher will directly report to learning community leaders, Deputy Principal and Principal.



APPLICATION FORM

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
- An understanding that everyone is a learner
- An ability to build positive relationships with children, parents and fellow staff members

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: ____ / ____ / ____