



# ST JOHN'S COLLEGE WOODLAWN



Applications are invited from suitably qualified teachers for the following position:

## Part Time (0.8 FTE) Temporary H.S.I.E / English Teacher for the 2018 school year

In addition to providing details of relevant qualifications for the subject area, applicants should also address the following criteria:

- have a knowledge of and commitment to the Catholic ethos and mission of the school;
- have an understanding of the 21st century learner;
- be able to work as a member of a committed team of professional teachers;
- dedicated to providing quality teaching and learning;
- Applicants must hold a NSW Working with Children Check and
- Meet all requirements with NESAs.

Interested applicants should email their application to:

Principal's Secretary  
Mrs Debbie Melino  
St John's College Woodlawn, Lismore

Email: [dmelino@lism.catholic.edu.au](mailto:dmelino@lism.catholic.edu.au)

**Applications to be received by 4pm Monday 9 October 2017**

Child protection legislation requires preferred applicants to be subject to employment screening.

*An Equal Opportunity Employer*



## St John's College, Woodlawn

**Position Title: Classroom Teacher -**

<b>Reports To Daily Supervision by</b>	The Principal Leader of Learning
<b>Award</b>	NSW & ACT Catholic Schools Enterprise Agreement 2015
<b>Classification</b>	Please refer to the EA for details

### **Organisational Climate**

St John's College Woodlawn is a co-educational Catholic Secondary College situated in a charming rural setting 5km from Lismore and half an hour from Ballina and Byron Bay. The current enrolments are around 780 from Years 7 to 12.

St John's College Woodlawn's reputation in the local and wider community is founded on the pursuit of excellence in all aspects of school life. For over 80 years the College has served the Catholic community by providing a thorough and balanced approach to meeting the needs of its students.

Woodlawn is proud of its Catholic heritage lived in the Marist tradition. We are proud of our history and past achievements and proud of the transformation of the College into a 21st century co-educational school meeting the demands of academic and vocational expectations set by a vibrant and fluid society.

We strive to ensure that who visit Woodlawn will find it warm and welcoming, and that those who choose to be part of this community will enjoy the sense of belonging that comes from participation and commitment to common ideals and values found in the Gospel of Jesus Christ.

### **Expectations**

All employees are expected to support the Catholic ethos of the College and respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

All employees are bound by the requirements of the College's policies, procedures and any other practices and are expected to provide appropriate support and pastoral care to students of the College.

St John's College Woodlawn is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *relevant safety acts and other required legislation* appropriate to the position.

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Working With Children check and approval by the Catholic Schools Office to teach in the Diocese of Lismore.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly causing harm or detriment to any person, group, or the reputation of the College.

## **ROLE STATEMENT:**

### **Classroom teachers are responsible to the Principal for:**

- (a) Ensuring their classroom practice aligns with the Australian Professional Standards for Teachers;
- (b) Demonstrating a commitment to and support the Catholic ethos and faith;
- (c) Presenting a positive role model to the College community through word and action;
- (d) Striving for personal excellence and promote excellence in student achievement;
- (e) Treating all (students, parents, visitors and all staff) with dignity and respect;
- (f) Carrying out other duties as determined by the Principal.

### **Every teacher has a duty of care that involves:**

- (a) The safety and welfare of the student;
- (b) Punctuality to class and other assigned duties;
- (c) Presence in class at all times;
- (d) Active monitoring of student behaviour in the classroom;
- (e) Establishing a classroom code of conduct consistent with the College Student Management Policy;
- (f) Following up student lack of progress with the Leader of Learning;
- (g) Marking the roll in every lesson and following up unexplained absences.

### **A teacher demonstrates professional commitment by:**

- (a) Engaging in contemporary pedagogical practices consistent with the diocese's Contemporary Learning Framework;
- (b) Maintaining and updating knowledge, skills and understanding of relevant subject areas.
- (c) Maintaining current and accessible programs and registers;
- (d) Maintaining knowledge of CSO documents and NESA requirements in relevant teaching areas;
- (e) Marking and assessing student work and providing timely and appropriate feedback;
- (f) Completing student academic reports on student achievement;
- (g) Ensuring adequate and meaningful homework is set and checked;
- (h) Reporting to parents, through the appropriate channels, student non-compliance or problems that may be evident;
- (i) Meeting deadlines for the setting and marking of examinations and assessment tasks, reports, program writing, registrations and evaluations;
- (j) Attending all staff and faculty and Professional Learning Team meetings;
- (k) Attending promptly to email communication;
- (l) Communicating to parents through and with the knowledge and approval of the Welfare Coordinator and Leader of Learning.
- (m) Maintaining the cleanliness of teaching classrooms and staffrooms; and reporting maintenance and WH & S issues.
- (n) Caring for and ensuring security of all College resources.
- (o) Maintaining vigilance over issuing and return of resources.