



POSITION VACANCY – ENGLISH TEACHER

Job Title:	Carnarvon Teacher	Job Category:	Teaching Staff
Department/Group:	Carnarvon		
Location:	Carnarvon Campus	Reports To:	Deputy Principal – External Studies
Level/Salary Range:	\$63, 758 - \$103, 049 depending on level of experience.	Position Type:	Full-time, Permanent Position
HR Contact:	morgan.alison@ncc.wa.edu.au	Commencement:	01 January 2018
		Position End Date:	

Job Description

POSITION DESCRIPTION:

This position has four key areas of responsibility, as outlined below:

Learning

The development of independent learners is important in a Senior School – in both face to face and online environments. Subsequently, the teacher must be able to facilitate learning experiences grounded in contemporary online and face-to-face practices that engage students. A creative and flexible approach, centred in students taking responsibility for their own learning, is crucial.

Duties

- Liaise with Geraldton Campus teachers to plan, review and implement contemporary courses which will cater for the differing needs of students.
- Deliver a range of courses, using a variety of resources and technology tools.
- Implement learning experiences that reflect best practice teaching and learning.
- Encourage student participation in curriculum related activities within and beyond the College, including promoting student excellence.

Engagement

Engagement is a key aspect of this role and being an active member of the community is important. Strong interpersonal skills should encourage student engagement in learning and the development of independent learning skills. Respectful relationships with students, parents and members of the wider community are crucial for working in partnership.

Duties

- Create and maintain a learning community, in both online and face-to-face contexts.
- Provide opportunities that support the development of independent learning skills.
- Monitor student progress, in collaboration with the Director of External Studies.
- Actively liaise with other College personnel, including the Director of External Studies, Deputy of Teaching and Learning, Deputy of Students, Deputy of Faith and Life and campus Coordinator.
- Develop strong community links and networks, in order to enhance student outcomes.

Accountability

As a teacher at Nagle Catholic College, accountability is an expectation. Teachers located at the Carnarvon Campus will have personal and collective responsibility for the success of students in their care. Clear process development, the equitable, open and transparent management of resources and monitoring processes are important aspects of accountability.

Duties

- Demonstrate accountability for student learning outcomes and learning programs through appropriate monitoring and reporting of outcomes.
- Demonstrate high levels of organizational and administrative skills.
- Demonstrate high levels of initiative in response to situations as they arise.
- Liaise with Nagle Geraldton staff regarding assessments, reporting, work placements and pastoral care.
- Maintain regular communication with the Director of External Studies to provide updates on student progress, issues and achievements.

Discipleship

The development of the Carnarvon Campus is a direct response to the community's desire for a senior secondary schooling option in a catholic context. In providing this opportunity, the College is responsible for providing experiences that will enhance a student's faith development.

Duties

- Promote the integration of the Catholic faith context across all programs.
- Participate in faith celebrations and encourage student involvement in such activities.

ROLES AND RESPONSIBILITIES:

- Assist with the development and sharing of teaching materials.
- Provide student reports as required.
- Attend Parent/Teacher/Student Interviews as scheduled.
- Attend Staff and Faculty meetings as scheduled.
- Participate in the School's Professional Development activities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Have a four-year tertiary qualification, which includes appropriate educational qualifications.
- Have completed or be working towards Accreditation to Teach in a Catholic School.
- Current registration with Teachers Registration Board WA
- Current Working with Children Check
- Hold a current 'F' class license (Desirable)
- Hold a current First Aid qualification (Desirable)

- Hold a current Bronze Medallion qualification (Desirable)

SELECTION CRITERIA:

- Previous experience in a relevant role.
- Understand the nuances of living and working in a small country community, and the importance of 'community'.
- Willingness to develop teaching and learning practices, especially for online teaching practices.
- Ability to develop the skills and knowledge of students with diverse learning needs.
- Strong organisational, interpersonal and administrative skills.
- Demonstrated initiative, reliability, trustworthiness and ability to work both independently and in a team environment.
- Ability to use a variety of technology tools.
- A commitment to the College values – Connected to the Spirit, Presence, Compassion, Love of Work, and Audacity.
-

Commencement Date

The successful applicant will commence Term 1 2018, with an opportunity during Term 4 2017 to be a part of an orientation program. Given the geographical locations of Geraldton and Carnarvon, the nature of this orientation phase is subject to negotiation.

Remuneration details

A salary in accordance with the EBA and the remote area package (airconditioning, electricity, relocation, travel, transportation of a motor vehicle and continuous service incentive payments).

For further information about the role, please contact:

Meredith Roe
Director of External Studies
0447 736 131
roe.meredith@ncc.wa.edu.au

For further information about the remuneration package, please contact:

Marie Masotto
Business Manager
0428 833 470
masotto.marie@ncc.wa.edu.au

The closing date for this position is: 21 September 2017

Please scroll down and complete the attached application form (fillable PDF) to which you should also attach your:

- Cover Letter
- Selection Criteria
- Copies of all Relevant Qualifications
- Copy of TRBWA Registration
- Copy of Working with Children Check
- Statement of Service (Graduate Teachers excepted)

All applications should be submitted electronically to:

Mrs Alison Morgan (HR Officer) morgan.alison@ncc.wa.edu.au

Please note, only applicants who fill out the College Application Form will be considered for this role.



INFORMATION FOR APPLICANTS

The ideal applicant would be able to demonstrate the following attributes:

- Authentic witness to faith
- Innovative and creative educator
- Abreast of current educational changes and contemporary education practices
- Excellent relationships with students
- Strong pedagogical skills
- Work well with staff in a collaborative manner
- Passionate about their profession
- Teaching style based in reflective practice
- Ability to innovate and or initiate

Applicants, who are subsequently shortlisted, should note that the Selection Panel is very keen to ensure that it is fully informed about a particular applicant's strengths. As such, in the interview, it is acceptable for applicants to refer to notes or other documents such as portfolios, which may provide evidence of particular skills or accomplishments.

Please complete the Application for Employment to which you should attach your:

- Cover Letter
- Copies of all relevant qualifications
- Copy of TRBWA registration
- Copy of Working With Children card

APPLICATION FOR TEACHING POSITION

1. Personal

Name:

Address

Phone: Home:

Mobile:

Email:

Date of Birth:

Current School:

Current School's Contact Details:

Religious Denomination:

Catholic Education of WA (CEWA) Accreditation

Accreditation Status (Select one):

Accreditation to Work in a Catholic School

Accreditation to Teach in a Catholic School

Accreditation to Teach Religious Education

Accreditation for Leadership of the Religious Education Learning Area

Educational Qualifications (Including those for Religious Education)

Qualification	Name of Institution	Year Obtained
---------------	---------------------	---------------

2. **Teaching and Leadership Experience** (Indicate, in order, positions held, commencing with most recent)

School Current Employer	Dates	Position Held Years/Subjects
--------------------------------	--------------	---

3. **Referees**

Names and addresses of persons who have consented to act as referees.

The Principal reserves the right to contact persons not nominated in this application.

Professional Referee 1 (someone with whom you have worked recently):

Name:

Address:

Phone: Home/Mob:

Business:

Professional Referee 2 (someone with whom you have worked recently)

Name:

Address:

Phone: Home/Mob:

Business:

Current Employer

Name:

Address:

Phone: Home/Mob:

Business:

If you do not want the Current Employer to be contacted please outline your reasons, and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.

Reason:

Alternative to Current Employer

Name:

Address:

Phone: Home:

Business:

Parish Priest

Name:

Address:

Phone: Home:

Business:

4. Teaching and Learning

From the drop down menu please select the description that indicates your proficiency level in the following:

My knowledge of the Australian Curriculum is

My understanding of the WACE post 2014 is

My understanding of the AITSL Standards is

My content knowledge in my Learning Area is

My engagement with current trends in education through professional development is

My ability to use the most appropriate teaching practices in the classroom is

My ability to engage students in the curriculum is

My understanding of what it is to be a 21st Century learner is

My ability to effectively incorporate ICT in my Learning Area is

Relationships/Qualities/Skills

My colleagues would describe my ability to work collaboratively as

My communication and interaction with other staff members is

My current line manager would describe my student behaviour management skills as

I would describe the way I relate to students as

My communication with students is

Parents would describe my communication with them as

My ability to motivate and encourage others is

My ability to show initiative is

My ability to work independently is

My public speaking abilities are

My written communication skills are

My IT skills are

My ability to use MAZE is

My ability to use a LMS such as SEQTA is

Faith and Life

My understanding of the values that underpin a Catholic education is

My fostering of the ethos in my current school would be described by my school's community as

My pastoral concern for students would be described by others as

My pastoral concern for staff would be described

by others as

My understanding of the Scriptures and how they can be linked to contemporary life is

My ability to lead a variety of liturgical practices is

5. Applicants are asked to provide two examples of their teaching experience that have emanated from their own reflective practice, which required them to collaborate with others, and resulted in innovation or an initiative being implemented in the teaching program, department or school. Ideal length would be approximately half a page of A4 typed.

Example 1:

Example 2:

NAGLE CATHOLIC COLLEGE

Notice concerning Collection of Information

1. In applying for this position you will be providing Nagle Catholic College with personal information. We can be contacted by telephone at (08) 9920 0500, by fax at (08) 9920 0515, and by e-mail at admin@ncc.wa.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants may be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact upon the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.

Where did you see this position advertised?

Date: _____