

## Information for Potential Applicants

Thank you for your enquiry about this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter, your Curriculum Vitae/Resume and a Context Statement addressing the Position Information Document. You must also complete the Applicant Declaration Form located at [http://www.tenison.catholic.edu.au/\\_files/d/12351/ApplicantDecForm.pdf](http://www.tenison.catholic.edu.au/_files/d/12351/ApplicantDecForm.pdf).

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent to [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) by the closing date.

Alternatively, please forward four copies of your application by post to:

Mary de Nys  
HR Officer  
Tenison Woods College  
PO Box 965  
Mount Gambier SA 5290

## Applications close 4.00pm, Friday, 22 September 2017

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will ideally take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

**Mary de Nys**  
**Human Resources Officer/Principal's Assistant**

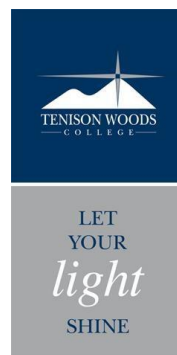
**Tenison Woods College**  
Reception to Year 12  
Co-Educational Catholic College

Shepherdson Road  
PO Box 965,  
Mount Gambier SA 5290

Telephone (08) 8725 5455  
Facsimile (08) 8724 9303  
Email [info@tenison.catholic.edu.au](mailto:info@tenison.catholic.edu.au)

[www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)

Cricos Provider Code: 01751G  
ABN 25 508 850 572



## Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Teachers thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well resourced and exciting learning environment which caters for over 1,400 students from Early Learning through to Year 12.

### Special Education Permanent Teacher

<b>Status:</b>	This is a permanent position working within the Inclusive Education area of Tenison Woods College. The FTE will be negotiated with the successful applicant.
<b>Commencement date:</b>	22 January 2018
<b>Position Reporting to:</b>	Principal, Deputy Principal, Poplars Manager
<b>Employment Requirements:</b>	<p>A probationary period of 2 school terms applies to this appointment. With the consent of the teacher, this may be extended for a further 2 terms.</p> <p>As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p> <p>As part of this role, you will be expected to perform those other duties that teachers at this school normally perform, eg attend staff meetings, yard duty, extra curricula activities, relief lessons and other required activities.</p>

### Role Purpose

Tenison Woods College is dedicated to providing a safe, healthy and engaging environment for its students.

Our qualified and supportive staff, promote the spiritual, intellectual, physical and social development of each child and are committed to supporting families within our community.

The teacher is responsible for the development, implementation and teaching of the designated area(s) of curriculum, as well as the health, safety and welfare of students, fellow employees' and themselves.

They are to work collaboratively with colleagues, parents/carers and Leadership to facilitate learning by students and engage in continuous professional learning and education reform.

## Essential requirements/knowledge

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### The successful applicant should:

- Have a commitment to uphold, support and contribute to the Catholic ethos of the College and its Religious Education Program.
- Work with team teacher and establish classroom structures and practices to achieve a productive learning environment for students with special needs.
- Demonstrate knowledge and experience of current curriculum and pedagogy.
- Have the ability to embed ICT, literacy and numeracy across the curriculum.
- Be willing to participate in the co-curricular programs.
- Be able to articulate and show examples of how to support students in developing personal responsibility.
- Demonstrate a collaborative and independent approach to planning and programing and be willing to work as part of a team.
- Demonstrate an ability to develop positive relationships with students, staff and parents/carers.
- Demonstrate an ability to differentiate the curriculum according to the learning needs of individual students.
- Maintain assessment records according to guidelines.
- Keep a work program and maintain up to date assessment and performance records.
- Maintain supervision of students at all times.
- Identify and assist with the resolution of issues as they arise (parents, students, teacher needs).
- Be willing to participate in aspects of school and parish life.
- Participate regularly in professional learning opportunities and attend all meetings and professional activities as required.
- Ensure that confidential information is handled appropriately.
- Exercise a Duty of Care for students and staff at all times.

## Key Areas of Work

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### The Teacher will:

- Apply curriculum knowledge and pedagogies to facilitate successful learning according to the relevant ACARA framework requirements and Special Education philosophies.
- Be familiar with emerging technologies and have a strong interest in their incorporation into the curriculum.
- Provide a balanced and challenging program relevant to the needs of the students.
- Produce and submit units of work which address individual student learning needs, integrated curriculum and personalised learning specific to each sub-school.
- Assess, record and report learner achievement in accordance with the *Assessment and Reporting Policy* of the College.
- Prepare and submit assessment plans according to the ACARA guidelines.
- Develop and maintain effective working relationships with the members of the College and wider Community.
- Maintain effective involvement in the general Pastoral Care Programs and structures of the College.
- Demonstrate and apply knowledge of Safe Operating and Occupational Health, Safety and Welfare Procedures when working with classes in the classroom or outdoors.

- Employ Choice Theory and Restorative Principles to ensure a safe, orderly and successful learning environment.
- Support and implement the Tenison Woods College *Developing Personal Responsibility Policy*.

## Specific Requirements

### Qualifications and Training:

- **SA Teachers Registration.**
- **Approved Mandatory Notification training.**
- First Aid Certificate.
- Be willing to undertake Teacher Accreditation in Catholic Education SA training, along with any other compulsory training necessary for the role.

## Your Responsibility

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the name, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Friday, 22 Sept 2017 at 4.00pm.**

Please email a copy of your application to Mary de Nys at [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) or send four (4) copies of your application via post to:

Mary de Nys  
 HR Officer  
 Tenison Woods College  
 PO BOX 965  
 MOUNT GAMBIER SA 5290

Office Use Only			
<i>This Position Information Document accurately reflects the duties, skills and requirements for the position.</i>			
SIGNED (Principal or Delegate)		Date:	
SIGNED (Line Manager)		Date:	
SIGNED (Employee)		Date:	
PERFORMANCE REVIEW DATE :			

*Please Note:*

*This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*