



St Rita's College

Virtute non verbis - Action not words



Teacher of English

With ability to teach Social Science and/or Religious Education

Full Time Fixed Term Contract. Semesters 1 and 2, 2018

With a reputation for academic excellence, St Rita's College, Clayfield, a Catholic day school for girls in Years 7—12, provides a versatile and extensive curriculum that allows our students to engage with the world both critically and creatively. With a talented teaching staff, state-of-the-art facilities and cutting edge technology, our students learn in a vibrant environment that sparks ideas, inventiveness and imagination. The successful applicant will make a contribution to enhancing our engaging and innovative learning community.

Position:	Teacher of English, with ability to teach Social Science and/or Religious Education
Reports to:	Head of Faculty – English
Status & Tenure:	Full Time Fixed Term Contract for Semesters 1 and 2 2018. Commencing Monday 15 January to Friday 7 December 2018 inclusive. Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019.

St Rita's College seeks an experienced teacher of English who has ability to also competently teach Social Science and/or Religious Education to fulfil a one year Fixed Term Contract which has become available through a staff leave absence.

ESSENTIAL DUTIES:

The position of Teacher of English will:

- Hold current Queensland Teacher Registration;
- Plan and implement effective English teaching and learning programs for the secondary Years 7-12;
- Work collaboratively to implement effective teaching strategies and curriculum for the English curriculum;
- Have ability to teach Social Science and/or Religious Education;
- Plan and implement effective Social Science and/or Religious Education secondary teaching and learning programs;
- Work collaboratively to implement effective secondary teaching strategies and curriculum for the Social Science and/or Religious Education curriculums;
- Apply a thorough knowledge of contemporary pedagogy through excellent secondary teaching practice with an emphasis on girls' learning and the integration of technology;
- Undertake accurate and thorough marking and delivery of assessment within established procedures and timeframes;
- Promote the pastoral and spiritual ethos of the College;
- Demonstrate a commitment to the cocurricular life of the College;
- Engage in approved professional learning and professional interaction with colleagues, parents and the wider educational community;
- Undertake other duties as directed by the Principal if required.

SKILLS:

- Proven ability in effectively teaching the curriculum of English across the secondary schooling Year levels.
- Proven ability in effectively teaching the curriculums of Social Science and/or Religious Education across the secondary schooling Year levels.
- Demonstrated thorough knowledge and successful application of the Australian Curriculum.
- High level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff.
- Well developed behaviour management skills.
- Demonstrated high level verbal and written communication skills.
- Capacity to use initiative and work collaboratively with colleagues to plan, develop and implement classroom programs.
- Capacity to monitor learning to enhance student learning.

REPORTING RESPONSIBILITY:

The position reports to the Heads of Faculty in the areas of English, Social Science and/or Religious Education. There are no positions reporting to the teaching position.

WORKING CONDITIONS:

- Terms and conditions are in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019
- The position is a Full Time Fixed Term Contract for 2018. Commencing Monday 15 January to Friday 7 December 2018 inclusive.

Please email applications to employment@stritas.qld.edu.au. Applications must include the St Rita's College Advertised Position Cover Sheet, your Covering Letter, Resume, and notice of three Referees, one of which is your current Principal. Applications will not be accepted via Seek.com

Applications close: 9:00am, Monday 23 October 2017





ADVERTISED POSITION APPLICATION

Please see the attached Collection Notice of Private Information regarding the use of this form.

This application form is to provide some basic information to help the College and you decide whether the job you are considering is the right one for you. If you are successful this information will form the basis of information necessary to support your career at St Rita's College. The information you provide is voluntary. If you are unclear of any aspect of this form you should seek clarification from the College.

PLEASE PRINT IN BLOCK LETTERS

Position applied for:	Teacher of English	Date applied:	
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PERSONAL INFORMATION *DENOTES REQUIRED			
*Family Name:		*Full Given Names:	
*Preferred Salutation:	Please circle Dr Mr Mrs Ms Miss Sr Fr Other:		
*Street No and Name:			
*Suburb:		*State:	*Postcode:
*Email:			
*Telephone:			
Religion			

GENERAL INFORMATION	
Are you legally entitled to work in Australia: Please circle Yes No	
What is your residency status? e.g. Permanent resident, working visa	
Do you have any commitment to another employer/organisation that might affect your employment with St Rita's College? Please explain if 'yes':	



TEACHING APPLICANTS			
Years of teaching experience:		Qld Teacher's Registration No:	
		Expiry Date:	
Teaching qualifications: <input type="checkbox"/> 3 year trained <input type="checkbox"/> 4 or more year trained			
Preferred year levels: <input type="checkbox"/> Middle (7-9) <input type="checkbox"/> Senior (10-12)			
Preferred subjects:			
NON-TEACHING APPLICANTS ONLY			
As a condition of employment and in accordance with the requirements of the Public Safety Business Agency Working with Children Check, you are required to have a Blue Card. Please record the number and expiry date.		Paid <input type="checkbox"/> Volunteer <input type="checkbox"/> No Card <input type="checkbox"/>	
		Card No:	
		Expiry Date:	

EMPLOYMENT SUMMARY				
Detail any other recent employment relevant to this application				
Employer	Position	Employed from	Employed to	Supervisor's name

TERTIARY EDUCATION * Please provide copies of evidence of obtainment			
Degree/s Diploma/s obtained	Major field of study	Institute/University	Years attended

WHERE DID YOU HEAR ABOUT THIS POSITION (please tick)				
Seek.com	The Courier-Mail	The Catholic Leader	TES	Other



MEDICAL AND HEALTH INFORMATION *

Are you aware of any medical or health condition or other factor relating to your health and physical or mental fitness which may prevent or hinder you from performing the duties of the position for which you apply or which, may, in performing your work, present a health and safety concern for yourself and others? (If your application is successful this information will be recorded and shared by the Principal, as appropriate to the position, in accordance with the School's Privacy Policy).

NO

YES

If Yes, please attach a detailed statement

I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. By signing below I certify that the information contained within my formal application and herein this application cover sheet is a true and correct statement of my particulars, qualification, training, experience, competencies and health, and give St Rita's College the right to investigate all reference given herein as necessary. I understand that statements found to be false within my knowledge may make me liable for disciplinary action.

Signature: _____

Date: _____



Employment Collection Notice of Private Information

This notice forms part of the St Rita's College Privacy Policy regarding the collection of personal and sensitive information. All applications for positions with St Rita's College Ltd (the College) will be treated in the following manner:

1. If you provide us with personal information, for example your name and address or information provided on your resume or curriculum vitae, we will collect this information in order to assess your application for employment.
2. We may store this information for a period of six (6) months after the date of application.
3. You may seek access to 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 circumstances where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent; however, we usually disclose this information to the following types of organisations:
 - a. Australian Taxation Office;
 - b. The Superannuation Fund to which you have elected to direct your contributions under the Workplace Agreement;
 - c. Queensland Studies Authority;
 - d. Public Safety Business Agency Working with Children Check and Office of the Public Guardian;
 - e. Queensland College of Teachers.
5. As part of our legal and compliance obligations, the College may conduct a criminal record check as part of the selection process to determine if you are or have been the subject of an AVO (Apprehended Violence Order) or other criminal offences. We may also collect personal information about you in accordance with Child Protection laws.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with personal information of others, we encourage you to inform them that:
 - a. you are disclosing that information to the College and why;
 - b. they can access that information if they wish; and
 - c. the College does not usually disclose the information to third parties.
8. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles.

I agree with the above conditions and certify that the information in my application is true, to the best of my knowledge.

Applicant's Signature: _____

Date: _____

Full Name: _____