

ROLE DESCRIPTION

Language Teacher

Temporary, Part-time
(12 months)
2019



INABURRA SCHOOL

*To be a Christ-centred learning community, pursuing excellence in education
with every individual known and loved.*

The Position of **Language Teacher, Temporary, Part-Time (12 months)** reports to the Principal through the Learning Leader - LOTE. The successful candidate will be a suitably qualified and experienced teacher who is an active Christian and who is able to teach an Asian or European language to students in Year 8. This position has a 0.6 teaching load, which will include sport and co-curricular activity.

Teaching Duties:

- Implementing excellent teaching practice, as described in the Australian Professional Standards for Teachers, including classes, supervision and other duties as allocated from time to time.
- Utilising the Inaburra Learning Design framework to design, deliver and evaluate student learning.
- Differentiating learning and assessment to meet the needs of individual students according to the Inaburra Learning Enrichment Framework.
- Assessing and reporting on student learning, with an emphasis on assessment as, of and for learning.
- Reflecting on and contributing to the ongoing development of the team programs, pedagogy and curriculum.

General Responsibilities of Teaching Staff:

The general responsibilities of teaching staff at Inaburra School include:

- Committing to ongoing professional improvement and learning, as evidenced by documenting relevant requirements relating to the NESA Teacher Accreditation processes, participating in scheduled professional learning days and meetings, taking responsibility for the development of professional practice, and collaborating with colleagues in the pursuit of excellence in education.
- Participating in the School's pastoral care of students, which may include oversight of the wellbeing and progress of a designated home group, attendance on overnight camps and preparation of pastoral reports.
- Communicating clearly and professionally with parents through reports, parent/teacher evenings and throughout the year as appropriate, necessary or requested.
- Complying with all relevant school policies, procedures and guidelines, including the maintenance of first aid training.
- Conducting oneself in a manner consistent with an active Christian faith.
- Undertaking and completing any other additional tasks that may be reasonably requested by the Principal from time to time.

Excellent Performance for Inaburra Teachers looks like:

- A wholehearted commitment to, and embodiment of, the School mission, values and goals.
- A demonstrable priority on conducting relationships within the school community well, consistent with our Christian culture and convictions.
- A thorough knowledge of, and interest in, the strengths, needs, story and wellbeing of the students in your care.
- A strong and improving mastery of pedagogy, course content and subject-area knowledge.
- The thoughtful design, and evidence-informed implementation, of teaching and learning activities and experiences.
- An unyielding focus on strong learning outcomes for all students, commensurate with their ability.
- A generous, positive and dependable collaboration in the shared tasks of preparing, assessing and improving teaching and learning.
- Enthusiastic participation in, and contribution to, professional learning as a means of improving professional practice and knowledge, setting and achieving professional learning goals.

Criteria:

- Fluency in speech, reading and writing in an Asian or European language.
- Strong English language skills.
- Recognised teaching qualifications.
- A valid Working with Children Check.
- Demonstrated active Christian involvement in a church.

INABURRA SCHOOL

Teaching Staff Application Form



INABURRA SCHOOL

1. POSITION

POSITION APPLIED FOR: _____

- | | | |
|------------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> PRIMARY | <input type="checkbox"/> SECONDARY | |
| <input type="checkbox"/> PERMANENT | <input type="checkbox"/> TEMPORARY | |
| <input type="checkbox"/> FULL-TIME | <input type="checkbox"/> PART-TIME | <input type="checkbox"/> CASUAL |

2. PERSONAL DETAILS

FAMILY NAME: _____

GIVEN NAMES: _____

TITLE: _____ DATE OF BIRTH: _____ SEX: _____

ADDRESS: _____

_____ POST CODE: _____

POSTAL ADDRESS: _____

_____ POST CODE: _____

CONTACT DETAILS:

MOBILE: _____

PRIVATE: _____

WORK: _____

EMAIL: _____

ELIGIBILITY TO WORK IN AUSTRALIA: YES/NO

NEXT OF KIN/EMERGENCY CONTACT: _____

3. CHRISTIAN FAITH

BRIEFLY DESCRIBE YOUR PERSONAL CHRISTIAN EXPERIENCE AND COMMITMENT:

If you cannot provide an accreditation number please indicate the reason below:

- I was qualified and teaching NESA subjects in NSW at some time during the five years before 1 October 2004:
- My application is presently with the NESA
- I have not yet applied for accreditation with NESA:

6. EMPLOYMENT HISTORY

MOST RECENT SCHOOL YOU WERE EMPLOYED IN:

ADDRESS OF SCHOOL: _____

POST CODE: _____

NAME OF PRINCIPAL: _____

INITIAL DATE OF EMPLOYMENT: _____

CURRENT POSITION: _____

POSITIONS PREVIOUSLY HELD WITH THIS EMPLOYER: _____

SECOND MOST RECENT SCHOOL YOU WERE EMPLOYED IN:

ADDRESS OF SCHOOL: _____

POST CODE: _____

NAME OF PRINCIPAL: _____

INITIAL DATE OF EMPLOYMENT: _____

POSITION: _____

POSITIONS PREVIOUSLY HELD WITH THIS EMPLOYER: _____

NOTE: THE PRINCIPAL WILL CONTACT THE PRINCIPAL OF THE LAST TWO SCHOOLS IN WHICH YOU WERE EMPLOYED. PLEASE ADVISE IF YOU DO NOT WANT THAT CONTACT TO OCCUR.

OTHER PREVIOUS EMPLOYMENT

FROM	TO	NAME OF EMPLOYER	ROLE	FULL-TIME/PART-TIME/CASUAL	YEARS OF SERVICE	TOTAL DAYS

REFEREES (include a Christian Minister if possible)

REFEREE 1 Name: _____
Position/organisation: _____
Phone: Work: _____ Mobile: _____

REFEREE 2 Name: _____
Position/organisation: _____
Phone: Work: _____ Mobile: _____

REFEREE 3 Name: _____
Position/organisation: _____
Phone: Work: _____ Mobile: _____

Do you have any illness/disabilities that will impact on your ability to perform the full duties required in this role? Yes No

If so, please provide medical information explaining the impact of your illness/disability or health issues.

ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

- 1. Certified copies of University or College Degree/Award and final transcript of Academic Results.
- 2. Teaching qualification.
- 3. Other degrees, diplomas or certificates, including First Aid Certificate (if applicable).
- 4. Official statements of service from previous schools.
- 5. Evidence of teacher accreditation with NESAs.
- 6. Please attach a photo with application.
- 7. Evidence of the "New" Working with Children Check Application or Approval. (A Working With Children Check is a prerequisite for anyone at Inaburra School, employed or working as a volunteer).
- 8. Please return my documents, as appropriate, if my application is unsuccessful.

The Industrial Instrument that currently applies to Inaburra School is the Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2017.

Inaburra School is committed to providing a child safe school where children can feel safe and valued. The successful applicant will be subject to the relevant pre-employment checks, including a working with children check and thorough reference checks. All staff at Inaburra are expected to conduct themselves in accordance with policies, procedures and practices that enhance our culture of safety

Please return to:

***Principal
Inaburra School
PO Box 3066
BANGOR NSW 2234***

Phone: 9543 2533

Fax: 9543 7514

Email: school@inaburra.nsw.edu.au



EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Inaburra School with personal information. We can be contacted at the address below.
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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include 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. We usually disclose this kind of information for the following types of organisations; Australian Taxation Office, Superannuation Funds, Industry Associations such as The Association of Independent Schools, Accreditation bodies.
5. We are required to collect information under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

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 and that the School does not usually disclose information to third parties.