



## **ROLE DESCRIPTION: K-12 DIRECTOR OF TEACHING AND LEARNING**

### **PREPARED FOR 2022**

This position reports directly to the Principal and works closely with the Principal, Deputy Principal, K-12 Director of Staff and Student Wellbeing, Year 7-12 Director of Curriculum, Learning Leaders, LET team and Accreditation Officer. This is a Level 3 position with up to 0.4 teaching load.

The K-12 Director of Teaching and Learning is responsible for the implementation of the Inaburra Learning Framework. This framework seeks to build the learning character of students through the provision of lessons and activities specifically designed to strengthen learning dispositions. This approach draws on the work of educational researchers such as Guy Claxton, Ron Ritchhart and David Perkins.

**The K-12 Director of Teaching and Learning is a member of the following:**

- Senior Executive Team
- Senior School Teaching and Learning Team
- K-12 Teaching and Learning Team
- Senior School Operational Team
- Whole School Executive Team

### **1. Responsibilities:**

- 1.1 Planning and managing school-based professional learning, including staff development days and designated staff meetings.
- 1.2 Developing and implementing protocols and practices to facilitate collaborative, innovate, relevant, school-based professional learning for teachers.
- 1.3 Building a culture of engagement amongst teachers with the challenges and opportunities of innovation in education.
- 1.4 Researching, investigating and evaluating various forms of pedagogy and practice for potential implementation at Inaburra.
- 1.5 Supporting and encouraging excellent pedagogic practice.
- 1.6 Meeting with Learning Leaders to facilitate the embedding of the ILP in classroom practice.
- 1.7 Oversight of the K-12/Senior School Professional Development budget.
- 1.8 Supporting Senior School teaching staff through the processes of accreditation with NESA and ISTAA.
- 1.9 Oversight of program of professional reflection for all teaching staff



# INABURRA SCHOOL

## EMPLOYMENT APPLICATION FORM - TEACHING STAFF

### 1. POSITION APPLIED FOR

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### 2. PERSONAL DETAILS

Surname			
Given Name/s			
Title	Mr	Mrs	Ms Miss Dr Other
Date of Birth			
Gender	Male	Female	
Former Name/s (if applicable)			
Address		Post Code	
Postal Address		Post Code	
Mobile			
Private Number			
Work Number			
Email			
Do you identify as Indigenous (please tick)	Yes	No	
Australian Resident	Yes	No	
Country of Citizenship (if applicable)			
WWCC Clearance Number			
WWCC Expiry Date	WWCC Verification	<b>Office Use Only</b>	

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.

**3. CHRISTIAN FAITH**

Religious denomination	
Church currently attending	
Briefly describe your personal Christian experience and commitment	
Briefly describe your present local church affiliation	
Present Minister's name	
Present Minister's contact number	
Present Minister's email	

**FORMAL THEOLOGICAL STUDY**

Institution	Years of attendance	Award conferred (if applicable)	Date conferred

#### 4. EDUCATION

##### SECONDARY EDUCATION

School Attended	Highest Award	Year Awarded

##### TERTIARY EDUCATION (including current incomplete courses)

Institution	Years of attendance	Award conferred (if applicable)	Date conferred	Field(s) of study

#### 5. TEACHER ACCREDITATION

To teach in NSW you must meet the requirements of the NSW Education Standards Authority (NESA). Please provide the following information:

NESA Teacher Accreditation number		
Accreditation level e.g. Proficient Teacher		
ISTAA level of accreditation (if applicable) and date		
I am qualified to teach	Junior (K-6)	Senior (7-12)

## 6. EMPLOYMENT HISTORY

### CURRENT EMPLOYMENT

Name of current Employer		
Address of Employer		Post code
Name of Principal/Manager		
Commencement date		
Current position		
Full-time equivalent (FTE)		
Junior School Stages taught		
Senior School subjects taught		
Areas of special responsibility (eg Head of Department)		
Teaching Campus (for schools with more than one campus)		

### PAST EMPLOYMENT HISTORY

Name of Employer		
Address of Employer		Post code
Name of Principal/Manager		
Commencement date		
Position		
Full-time equivalent (FTE)		
Junior School Stages taught		
Senior School subjects taught		
Areas of special responsibility (eg Head of Department)		
Teaching Campus (for schools with more than one campus)		

**Note:** Inaburra Principal may contact the Principal of the last two schools in which you were employed. Please advise if you do not want that contact to occur.

## Application for Employment Teaching Staff

PAST EMPLOYMENT HISTORY		
Name of Employer		
Address of Employer		Post code
Name of Principal/Manager		
Commencement date		
Position		
Full-time equivalent (FTE)		
Junior School Stages taught		
Senior School subjects taught		
Areas of special responsibility (eg Head of Department)		
Teaching Campus (for schools with more than one campus)		

OTHER PREVIOUS EMPLOYMENT						
From	To	Name of employer	Role	Full time, Part time, Casual	Years of service	Total days

## 7. EMPLOYMENT SCREENING

Teaching positions are child-related employment. Child protection legislation requires preferred applicants to be subject to employment screening.

	Yes	NO
Have you ever had your registration, licensing, or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or any other country?		
Have you ever been refused registration, accreditation, licensing, or classification as a teacher in Australia or any other country?		
Have you ever been dismissed or asked to resign as a teacher in Australia or any other country?		
Have you ever (or are you currently) the subject of disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment in Australia or any other country?		
Have you ever been convicted of an offence carrying a penalty of imprisonment?		

If you have answered Yes to any of the above questions, please attach details.

## 8. SUPPORT AND ACCESSIBILITY

Do you have any illness/disabilities that will impact 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.

**9. REFEREES (INCLUDE A CHRISTIAN MINISTER IF POSSIBLE)**

Referee	Name	Position/organisation	Contact Number
1			
2			
3			

**I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.**

APPLICANT'S SIGNATURE

DATE

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

**Please return to:**

**Principal**

**Inaburra School**

**PO Box 3066**

**BANGOR NSW 2234**

**Phone: 9543 2533**

**Email: [employment@inaburra.nsw.edu.au](mailto:employment@inaburra.nsw.edu.au)**



## 10. CHECKLIST

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

**Please tick where attached.**

	1. *Inaburra Employment Application Form
	2. *'100 point' proof of identity (eg. Passport, Birth Certificate & Drivers Licence/Medicare card)
	3. *University or College Degree/Award and final transcript of academic results
	4. *Teaching Qualification
	5. *Evidence of Teacher Accreditation with NESA
	6. *Evidence of 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)
	7. *Official statements of service from previous schools including a) Commencement dates b) Termination dates c) Whether service was full-time or part-time or casual d) For part-time or casual service, details of hours/days worked
	8. Other degrees, diplomas or certificates, including First Aid Certificate (if applicable)
	9. Proof of Citizenship / Australian residency (eg. Birth Certificate, Passport, Visa)
	10. Details of any relevant employment screening matter
	11. Details of any relevant illness/disability
OFFICE USE ONLY - Signed off by	
Staff name	Staff signature
	Date



## Employment Collection Notice

1. In applying for this position you will be providing Inaburra School with personal information. We can be contacted here:

**Inaburra School**

75-85 Billa Road

PO Box 3066

Bangor, NSW, 2234

**Phone:** 02 9543 2533

**Email:** [school@inaburra.nsw.edu.au](mailto:school@inaburra.nsw.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 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, accessible on the School's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of personal information which the school has collected and holds. However, access maybe refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations; Australian Taxation Office, Superannuation Funds, Industry associations such as The Association of Independent Schools and NESAs.
5. We may conduct a criminal record check collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect other personal information about you in accordance with these laws.
6. The School may use online or 'cloud' service providers to store information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on cloud service provider's servers which may be situated on servers outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
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.