St Francis de Sales College  
Position Information Document  

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<th>SCIENCE AND/OR MATHEMATICS TEACHER</th>
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<td><strong>Position title:</strong></td>
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<td><strong>Position status:</strong></td>
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<td><strong>Commencement date:</strong></td>
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The successful applicant should be qualified and/or experienced to teach combinations of the following subjects: Years 7-11 Science, Years 7-12 Mathematics, Chemistry and/or Biology.

**KEY WORKING RELATIONSHIPS**

- College Principal  
- College Executive  
- Leaders of Learning and Community  
- Positions of Responsibility  
- College staff  
- Students  
- Parents

**BROAD PURPOSE**

St Francis de Sales College staff are expected to work collaboratively with colleagues, parents and Catholic Education South Australia (CESA) personnel to ensure that student learning demonstrates a commitment to personal excellence.

The teacher is responsible for the development, implementation and teaching of the designated area(s) of the curriculum, as well as the health, safety and welfare of students, fellow employees and themselves. The teacher must also fulfil the requirements of the Teacher Duty Statement.

**CONDITIONS OF EMPLOYMENT**

**Salary:** In accordance with the 2013 Enterprise Agreement.

**Other:** As part of this role, you will be expected to perform those other duties that teachers at this school normally perform, e.g. attend staff meetings, yard duty, extra curricula activities, relief lessons and other required activities.
KEY AREAS OF WORK

The teacher will:

- Support the ethos of the Catholic School and its Religious Education Program.
- Demonstrate correct curriculum knowledge and pedagogy to facilitate successful learning according to the Australian Curriculum and/or SACE.
- Produce and submit units of work which demonstrate differentiation and personalised learning opportunities for students.
- Contribute to curriculum development for the Australian Curriculum and/or SACE.
- Be familiar with emerging technologies and have a strong interest in their incorporation into the curriculum.
- Demonstrate the ability to work in a collaborative team environment in all aspects of the school environment.
- Assess, record and report learner achievement in accordance with the Assessment and Reporting Policy of the College.
- Establish structures and processes to achieve a productive learning environment within the classroom, including supporting students in developing personal responsibility in a Restorative environment.
- Provide for the Pastoral Care and wellbeing of students in a homeroom context.
- Develop and maintain effective working relationships with the members of the College and wider community (parents, students, staff).

ESSENTIAL REQUIREMENTS / KNOWLEDGE

The successful applicant should:

- Be qualified and/or experienced to teach combinations of the following subjects: Years 7-11 Science, Years 7-12 Mathematics, Chemistry and or Biology.
- Establish classroom structures and practices to achieve a productive learning environment.
- Demonstrate and apply knowledge and pedagogies of current curriculum to support successful learning according to Australian Curriculum and SACE frameworks.
- Demonstrate an ability to differentiate the curriculum according to the learning needs of individual students.
- Have the ability to and be familiar with embedding ICT, literacy and numeracy across the curriculum.
- Articulate and demonstrate the ability to support students in developing Personal Responsibility in a Restorative environment.
- Demonstrate a collaborative and independent approach to planning and programming.
- Develop and maintain positive and effective working relationships with staff, students and parents.
- Assess and maintain assessment records according to Australian Curriculum, the Schools Assistance Act guidelines, and the assessment and reporting policy of the College.
- Regularly participate in professional learning opportunities and attend all meetings and professional activities as required.
- Demonstrate willingness to participate in aspects of school and parish life.
- Meet the OHS&W requirements of the College.
- Ensure that confidential information is handled appropriately.
- Exercise Duty of Care for students and staff at all times.
- Comply with all the requirements of the Teacher Duty Statement: http://www.sffrancis.catholic.edu.au/about-us/employment
- Perform any other duties as required from time to time by the Principal.
SPECIFIC REQUIREMENTS

The teacher will need to acquire and maintain:

- A police clearance to work in Catholic Education SA
- Approved Responding to Abuse and Neglect Education and Care training
- First aid training
- Teachers registration
- All relevant qualifications including academic transcripts

Occupational Health and Safety:

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions and omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

YOUR RESPONSIBILITY

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

- the key areas of work in the Position Information Document have been addressed
- you have demonstrated that you can carry out all of the duties of the position
- you can provide proof of your qualifications
- you forward your original application plus three copies to the Principal
- please provide 4 copies of application, of no more than 6 pages, addressing the above criteria and included the names, position title and telephone number for your three referees
- your application is signed and reaches the Principal by 4:00pm on Tuesday 11 October 2016
- you MUST submit with your application, an Applicant Declaration Form obtained from www.stfrancis.catholic.edu.au

PERFORMANCE REVIEW

SIGNED (Principal or Delegate) __________________________ Date __________________________

EMPLOYEE NAME __________________________

SIGNED (Employee) __________________________ Date __________________________

ROLE REVIEW DATE __________________________

PERFORMANCE REVIEW DATE __________________________

Review dates:
The employee will undertake a performance review on an annual basis. Consultation will occur between the employer and the employee to ensure that the Position Information document is accurate and conforms with the classification levels set out in the 2013 SA Catholic Schools Enterprise Agreement.

Please note:
This Position Information Document 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 Position Information Document restricts management’s right to assign or reassign duties and responsibilities to this job at any time.