

INFORMATION FOR POTENTIAL APPLICANTS



TEACHER OF DIVERSE LEARNING (R-5) Permanent Commencing ASAP

Thank you for your interest in the advertised position at St Columba College.

St Columba College is seeking to receive applications from suitably qualified Teacher of Diverse Learning to work in our Junior School.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role. Focus on highlighting your qualifications, experience, and skills that contribute to fostering a quality and inclusive learning environment for all students.
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Application Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at employment@stcolumba.sa.edu.au.
5. **Please submit your application via email in one (1) PDF format and in the following order:**
 - Applicant Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:

Mr Darren Pitt

Principal

employment@stcolumba.sa.edu.au

Applications close 5pm on Sunday 20 April 2025.

Position Information Document

TEACHER OF DIVERSE LEARNING



Employment Type and Time Fraction:
Permanent

Salary:
Teaching step according to salary determination

The Teacher of Diverse Learning is employed by St Columba College Council, Munno Para Inc, and is responsible to the Principal directly, and/or through the relevant leadership structures.

Reports to:
Principal (or Delegate)
Director of Diverse Learning (R-5)

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

The Teacher of Diverse Learning is responsible to the Principal through the Director of Diverse Learning (R-5) for supporting curriculum planning, pedagogy, teacher development and the administration processes for students with disabilities or additional learning needs.

2. KEY WORKING RELATIONSHIPS

Principal	Deputy Principal (R-12)	Head of Junior School
Head of Curriculum and Learning (R-12)	Director of Diverse Learning (R-5)	Students and Parents/Caregivers
Teaching and support staff		

3. KEY RESPONSIBILITIES

- Liaise and collaborate with the Director of Diverse Learning about the needs of students across R-5.
- Apply a strong knowledge of curriculum and differentiation practices that support quality learning for students with disabilities and additional needs.
- Support teachers to differentiate the teaching, learning and assessment for students with disabilities or additional learning needs.
- Work collaboratively with colleagues to plan adjustments to enable successful student learning outcomes.
- Work collaboratively with external agencies in order to support students with diverse learning needs.
- Plan and deliver intervention programs to support the learning needs of students.
- Create and support learning environments that are engaging and inclusive of all and enhance student wellbeing and personal responsibility.
- Lead review meetings for students with Personalised Plan for Learning (PPL) and maintain documentation.
- Maintain detailed records for all meetings with parents and caregivers, staff and agencies.
- Assess and collate data for identified students or potentially resourced students for funding.
- Support the transition of new students with disabilities and additional learning needs.
- Attend Diverse Learning team meetings.

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Professional Responsibilities

- Fulfil all requirements of the Australian Professional Standards for Teachers.
- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College.
- Operate in accordance with the St Columba College Code of Conduct and the Charter of Teachers in SA Catholic Schools.
- Comply with relevant legislation as well as the College's and South Australian Commission for Catholic Schools (SACCS) policies, guidelines and procedures.
- Meet and teach students at designated locations and times.
- Appropriately assist students who are hurt, sick or in distress.
- Diligently undertake supervision duties, including regular yard duty.
- Complete administrative tasks accurately and on time including record keeping.
- Attend staff and other required meetings, parent teacher interviews and other school-related activities as required.
- Undertake to dress and behave professionally and promote high standards in all aspects of College life.
- Ensure punctuality to all classes, professional activities, and yard duties.
- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times.
- Work effectively as a member of the College team to actively and positively support College activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas.
- Positively engage in and undertake professional development, training and professional reviews when required.
- Abide by the College Social Media Policy and ensure the good name of the College is not brought into disrepute.
- Never act as a spokesperson for the College.
- Protect and ensure that all private and personal information relating to students, colleagues, and staff employed by the College, Council members or parents is kept confidential during the term of employment and post-employment at the College.
- Perform other duties as required by the Principal (or delegate).

4. PERSONAL QUALITIES AND SKILLS

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the College's requirements and act in accordance with all College policies, guidelines and procedures.
- Understand the Privacy Act in relation to staff, students and families at the College.
- Possess a strengths-based approach and solutions focus.
- Demonstrated skills, knowledge and experience relevant to the role requirements.
- High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the College at all times.
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes.
- Be self-directed and utilise initiative and judgement to fulfil role requirements.

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- Excellent organisational skills with ability to problem solve and ensure required timelines are met.
- Willingness to actively and positively uphold and contribute to the culture and ethos of the College.
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively.

5. SPECIFIC REQUIREMENTS

- Relevant academic qualifications to enable registration as a Teacher in South Australia.
- Current South Australian Teachers Registration Board Certificate.
- Hold a current acceptable Working with Children Clearance.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- Relevant First Aid qualifications.
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held.
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6. WORK 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 or 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 notified to workers by the employer that is related to health and safety at the workplace.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or Delegate).

Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.

Dr / Mr / Mrs / Ms / Other _____ **SURNAME:** _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional) **TELEPHONE:** _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia:

<input type="checkbox"/> Australian/NZ Citizen	<input type="checkbox"/> Permanent Australian Resident
<input type="checkbox"/> VISA with working rights (please provide a copy)	<input type="checkbox"/> Other (please specify): _____

Teacher Registration No. (if applicable): _____

*You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.*

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | | |
|----|---|-----|----|-----|
| 1. | Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | No | |
| 2. | Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | No | |
| 3. | Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | Yes | No | |
| 4. | (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No | |
| | (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 5. | (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No | |
| | (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 6. | Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No | |
| 7. | (If applicable) Do you have conditions on your SA teacher registration? | Yes | No | N/A |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

*If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.*

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal signature: _____ Date: _____