



INFORMATION FOR POTENTIAL APPLICANTS

TEACHER + DIRECTOR OF STUDENT LIFE (R-12)(POR3) Full time Teacher with 4 year POR Tenure Commencing Term 3 2025

Thank you for your interest in the advertised position. Below you will find information to follow when submitting your application.

St Columba College is seeking to appoint a full-time Teacher, with an additional 4 year POR tenure for the role of Director of Student Life (R-12) in Term 3, 2025.

As a member of the College Leadership Team, the Director of Student Life's purpose is to champion the core values of holistic education, by providing vision and leadership for the College's all-inclusive co-curricular programs.

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.
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 **Employment 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. Specific Requirements for this position include:
 - Current acceptable Department of Human Services (DHS) Working with Children Check (WWCC).
 - Approved Responding to Abuse and Neglect training with an Education and Care focus.
 - Relevant First Aid Certificate
6. Please submit your application via email in one (1) PDF format and in the following order:
 - Employment Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:
Mr Darren Pitt
Principal
employment@stcolumba.sa.edu.au

Applications close 5pm Sunday 18 May 2025

Position Information Document DIRECTOR OF STUDENT LIFE (POR 3)



POR Tenure:
21 July 2025 – 23 July 2029

Employment Type:
Fixed term, 4 years

Salary:
Teaching Step + POR 3 Allowance

POR 3 Allowance: \$16,711 per annum

Conditions of Employment:

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Director of Student Life.

The position is for a fixed term of 4 years. In addition to the applicable teacher salary, it includes an annual Position of Responsibility (POR) allowance. At the conclusion of the POR 3 tenure the appointed staff member will return to a substantive teaching position and associated salary. Should a further POR tenure be available, it will be advertised, and the appointed staff member may apply and be considered equally with other applicants.

The position has a teaching load up to 0.4FTE.

Reports to:
Principal
Deputy Principal

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

1. BROAD PURPOSE

Responsible to the Principal, and as a member of the College Leadership Team, the Director of Student Life's purpose is to champion the core values of holistic education, by providing vision and leadership for the College's all-inclusive co-curricular programs.

The Director of Student Life will advocate the importance of co-curricular development in the College, fostering a culture of participation, celebration and involvement, encouraging the full and balanced development of each child in an environment that values a spiritual and moral view of life. The Director of Student Life will oversee the development, leadership and administration of all co-curricular programs, including Performing Arts, Sports and Clubs and Activities as well as the Camps Program and Intercol competitions. The Director of Student Life will have responsibility for ensuring that all activities of the College are safe and enriching, and that they reward both the casual and elite participant.

The Director of Student Life will assess the current co-curricular offerings of the College and expand them over time so that the offering is in keeping with College resources, and in order to achieve the goal that every student has an opportunity to showcase and be recognised for their talents. The Director of Student Life will develop programs which are reputationally beneficial to the College.

The Director of Student Life will act as Chair to the Student Life Leadership Team, with a specific role to develop the College's co-curricular programs, and provide oversight of the celebration of co-curricular success at all levels.

Position Information Document DIRECTOR OF STUDENT LIFE

2. KEY WORKING RELATIONSHIPS

Principal

Deputy Principal R-12

Students

Colleagues

Parents and Caregivers

3. LEADERSHIP AT ST COLUMBA COLLEGE

- Model and empower staff to develop an environment which promotes the Anglican and Catholic Ethos and which provides for the social, emotional, physical, intellectual and spiritual growth of each student.
- Actively support the College Purpose and Strategic Plan.
- Lead and support staff to build a culture of excellence and participation.
- Develop Annual Plans with specific goals for improvement in line with the College Strategic Plan.
- Provide leadership in prayer and liturgy and other religious celebrations.
- Undertake research and be aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching and co-curricular programs.
- Implement decisions made by the Leadership Team in regard to College policies and procedures.

4. KEY RESPONSIBILITIES

Strategic Leadership

- Promote the mission of the Anglican and Catholic Churches and actively engage in the ministry of either an Anglican or Catholic Eucharistic community.
- Develop an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of each student.
- Support the College purpose, strategic goals and annual development plans and develop related goals for student life across F-12.
- Provide vision and leadership for programs which meet the needs of students.
- Regularly review the co-curricular programs of the College, to ensure best practice.
- Implement decisions made by the Leadership Team in regard to educational policy and procedures.
- Build strong and effective relationships with parents/caregivers, local community and other organisations.
- Maintain confidentiality and support for the Leadership Team.

Engagement

- Recognise and harness opportunities to align the College's co-curricular program with the needs of students and the College community.
- Liaising with the Director of Community Engagement to potentially bring in some external coaches (including parents) to assist with the development of the existing/new Student Life clubs.
- Adopt inclusive strategies for engaging the College's diverse student population in the co-curricular program.
- Lead the College in promoting engagement of College staff in the co-curricular program.
- Empower staff to achieve a standard of excellence in delivering and administering the co-curricular program.
- Identify and develop opportunities for the College to build strong community relationships.
- Lead and support staff to build a culture of excellence and participation.
- Identify and create opportunities for staff contribution to the growth of the College as a learning community.

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DIRECTOR OF STUDENT LIFE

- Develop a culture of celebration and praise for the co-curricular program.
- Accept and manage the accountabilities of the role.
- Lead the College in promoting and supporting the current co-curricular program to students, staff and the community.

Co-Curricular Program Management

- Provide vision and leadership for programs which meet the needs of students.
- Oversee programs that reward and challenge all participants, regardless of expertise.
- Manage the reward and recognition Badge purchases as well as track student progress for attainment.
- Ensure that the T.E.A. philosophy (Talent, Effort, Attitude) underpins the Student Life programs.
- Lead and support the following current co-curricular programs at St Columba College:
 - Sport – including interschool competitions, team coordination, and student participation.
 - Performing Arts – including school productions, music ensembles, and student showcases.
 - Clubs and Activities, including but not limited to:
 - Debating – guiding teams, competitions, and skill development.
 - Tournament of Minds – supporting creative problem-solving and critical thinking.
 - Brain Bee – promoting academic excellence in neuroscience.
 - Children's University – fostering independent learning and broader engagement in educational activities.
 - Da Vinci Decathlon- an academic competition designed to challenge and stimulate the minds of school students
- Find opportunities for the development of the programs offered, to create full and balanced opportunities for students.
- Map, launch and develop a sequential co-curricular camps program from Year 5 – 9 as well as Year 12 Retreat.
- Work with Principal, Deputy Principal and Head of Business Services, to provide camps program budget.
- Develop and manage budgets in collaboration with the Head of Business Services, including Student Life program funding, staff compensation allocations, resource allocation, and external provider payments.
- Working directly with Principal and Deputy Principal to lead the College's planning, logistics, scheduling, and implementation of the Intercollegiate (Intercol) Program, working in collaboration with the partner school delegate at Thomas More College.
- Manage and maintain Student Life and Intercollegiate (Intercol) event pages on the College Connect platform, ensuring accuracy, accessibility, and timely updates.
- Manage and coordinate Intercol resources including staffing, equipment, promotional materials, event scheduling and transportation coordination.
- Chair the Student Life Leadership Team, coordinating meetings, guiding strategic direction, and ensuring collaboration across all areas of Student Life (Sports, Performing Arts, Leadership, and Clubs and Activities).
- Manage coaching teams across sports, arts, and leadership programs to ensure alignment with College values, professional conduct, and student engagement targets.
- Manage bus booking requests for external events offsite.

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DIRECTOR OF STUDENT LIFE

- Manage calendar requests to ensure events are communicated in a timely manner.
- Manage Consent2Go logistics for all Student Life events, that occur either before or after school hours.
- Administer weekly timesheet approval and payroll submissions for Coaches and ESO (Education Support Officer) staff linked to Student Life programs.
- Oversee the declaration and reporting of Tier Payment remuneration for teaching staff.
- Working with WHS and ensuring risk management for Student Life events.
- Supporting the Head of Curriculum and Learning / Assistant Heads of Curriculum and Learning by coordinating Industry Connections students as Sports Buddies.
- Work closely with the College Safety, Risk and Compliance Manager to ensure all Student Life events and programs meet risk management requirements, including hazard identification, mitigation strategies, and compliance with policies and procedures.
- Write and submit Student Life articles for Semester Coracle publications and contribute to the College Annual Report, liaising with the Publications Team.
- Collaborate with the Principal and Deputy Principal to manage uniform purchases, equipment resourcing, and branding for Student Life teams and activities.
- Actively attend key Student Life events across Sports, Performing Arts, Leadership, and Clubs and Activities to visibly support student engagement, promote community spirit, and uphold the culture of celebration and participation.

5. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model our Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to ensure the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

6. SPECIFIC REQUIREMENTS

- Hold or studying towards a Postgraduate Award in educational leadership.
- 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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7. PERSONAL QUALITIES AND SKILLS

- Vision and passion for the education of children and young people.
- Ability to be innovative and strategic, with a solutions focus.
- A strengths-based approach.
- Exceptional relationship and interpersonal skills.
- Excellent written and oral communication skills.
- Proven administration and organisational capabilities.
- High level of confidentiality, trust, integrity and work ethic.
- Demonstrate a commitment to ongoing learning and personal health and wellbeing.

8. 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 or 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).

Position Information Document

TEACHER



Employment Type:
Permanent

Salary:
Teaching step according to salary determination

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

The teacher's employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. KEY WORKING RELATIONSHIPS

Principal	Teaching and non-teaching staff
Deputy Principal R-12	Students
Head of School	Parents and Caregivers and other member of the College community

2. BROAD PURPOSE

To work collaboratively with leaders, colleagues, parents/caregivers and others as applicable to facilitate positive learning by students and engage in educational reform.

The teacher will:

- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learner's needs
- Develop and maintain positive and effective working relationships
- Provide a balanced and challenging program relevant to the needs of the students (including developing Individual Learning Plans, as appropriate)
- Assess, record and report learner achievement using required programs and systems
- Establish structures and processes to achieve a productive learning environment
- Employ behaviour management strategies which ensure a safe, orderly and successful learning environment
- Ensure that confidential information is handled appropriately
- Carry out other non-instructional responsibilities as required

3. DUTY STATEMENT

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
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held

Content of Learning and Teaching

- Plan a comprehensive learning program in line with Australian Curriculum
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Demonstrate best practice in teaching and learning and remain current in knowledge and application and update/adjust practice to achieve same

Classroom Management and Behaviour Education

- Establish positive and effective relationships with students
- Establish and maintain a task-oriented learning environment
- Set and adhere to timelines for completion of work
- Work with students to create an attractive welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities to suit the learning activity
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS and College policies and procedures
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per College policy
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor learning process
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College

Interaction with the College Community and Privacy

- 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
- Understand the Privacy Act in relation to staff, students and families at the College
- 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

4. PERSON SPECIFICATION

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience
- Teacher Accreditation in Catholic Education SA
- 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 school 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
- 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 School
- 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

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- Staff do not need to be vaccinated against COVID-19, with the exception of Staff working in a defined Catholic Education SA High-Risk Setting. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

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 (Reference: Division 4, Section 28 – SA WHS Act 2012)

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: _____