



INFORMATION FOR POTENTIAL APPLICANTS

TEACHER + ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY) (POR3)

Full time Teacher with 4 year POR Tenure Commencing 23 June 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 Assistant Head of Curriculum and Learning starting on 23 June 2025.

The focus of the POR is to support the strategic direction of the College relating to excellence in learning and teaching specifically focusing on the design, implementation, and continuous improvement of curriculum, pedagogy, and assessment practices that promote high levels of student engagement, achievement, and growth.

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

ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)



POR Tenure:

23 June 2025 – 6 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 Assistant Head of Curriculum and Learning (Secondary).

The Assistant Head of Curriculum and Learning position is for a fixed term of 4 years and attracts the additional salary of a 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 of up to 0.4FTE

Reports to:

Principal

Head of Curriculum and Learning R-12

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

1. BROAD PURPOSE

The Assistant Head of Curriculum and Learning (Secondary) works closely with the Head of Curriculum and Learning R-12 to play a vital leadership role in driving and supporting the academic direction of the secondary school. The position supports the strategic direction of the College relating to excellence in learning and teaching specifically focusing on the design, implementation, and continuous improvement of curriculum, pedagogy, and assessment practices that promote high levels of student engagement, achievement, and growth.

2. KEY WORKING RELATIONSHIPS

Principal

Head of Curriculum and Learning R-12

Assistant Head of Curriculum & Learning (Pathways)

Director of Teacher Development

Head of Secondary School

Assistant Heads of Secondary School

Colleagues

Parents and Caregivers

Students

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.

Position Information Document

ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)

- 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 Development

- Contribute to the integration of Artificial Intelligence within the Curriculum, equipping staff and students with the skills to engage ethically and effectively with emerging technologies.
- Liaise with staff, other schools, and external organisations to lead the implementation and ongoing enhancement of Semester and Continuous Reporting processes.
- Contribute to reviewing, developing, and communicating academic procedures and policies to ensure they support a culture of high expectations, accountability, and continuous improvement.
- Lead the coordination, administration, and analysis of standardised testing including NAPLAN and ACER to inform teaching practices and support improved student outcomes.
- Work with the Head of Curriculum and Learning and other Assistant Heads of Curriculum and Learning to develop and implement a whole school approach to teaching and learning.

Leadership

- Develop Annual Plans with specific goals for improvement in line with the Strategic Plan with a specific focus on Excellence in Learning and Teaching.
- Undertake research and engage in professional learning opportunities to ensure the teaching and learning remains contemporary and dynamic.
- Provide wellbeing support to teachers in the team by listening and responding to concerns, offering guidance and encouragement, and liaising with other members of the College when required.
- Serve as the contact person for parents and community inquiries, addressing concerns and providing information in a timely and professional manner.
- Mentor and support Learning Area Leaders to ensure they are meeting the requirements of their role and developing their leadership capacity.
- Contribute to an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of the College community.

Teaching and Learning

- Collaborate with the Head of Curriculum and Learning R-12 regarding the strengths, concerns and areas for development of teaching and learning in the Secondary School.
- Support the development of best practice with a specific focus on effective and innovative pedagogy and methodology.
- Support the development and refinement of high quality teaching and learning programs within the Secondary School with a specific focus on Australian Curriculum based subjects.
- Contribute to the collection, analysis and interpretation of learning data to improve teaching and learning.
- Contribute to college publications, assemblies, staff meetings and other events to promote teaching and learning.

Administration

- Model and support teachers to effectively use Connect for documenting planning, assessment and recording student achievement.
- Complete administrative tasks for Connect as required to ensure teachers can use the system efficiently and effectively.

Position Information Document ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)

- Contribute to the facilitation and checking of reports at the College and ensure teachers are meeting College expectations and guidelines.
- Play an active role in leading and supporting the subject selection processes and counselling for students to ensure they select subjects that are challenging and achievable.
- Lead and support the tracking and intervention of academic concerns to ensure students are held accountable to deadlines and academic integrity procedures.
- Contribute to the development and refinement of policies and procedures relating to teaching and learning to ensure processes are responsive to the needs of the College.
- Work with and support the WHS Compliance Manager to ensure staff are aware of WHS requirements for their learning area.
- Ensure that copyright regulations are followed by Secondary teachers.

Administration

- The requirements of the role and associated responsibilities can vary in response to the needs of the College and the above Key Areas of Work may be varied as determined by the Principal.

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

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience.
- 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.

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.

Position Information Document ASSISTANT HEAD OF CURRICULUM AND LEARNING (SECONDARY)

- 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: _____