

*"We are a Catholic community of welcome,  
connecting faith, family & education."*



## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

**Name:**

**Position Title:** Teacher

**Employment Category:** Replacement

**FTE:** FTE negotiable

**Appointment:** 24 July 2023 (or ASAP) and concluding 15 December 2023

**Campus Location:** Flinders Park

## POSITION OVERVIEW

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A teacher at Nazareth will work collaboratively with colleagues, parents/caregivers, and other personnel to facilitate student learning and engage in continuous professional learning. Their teaching and learning align with CESA's Living Learning Leading Framework to empower students to become thriving people, capable learners and leaders for the world God desires. Teachers use evidence-informed practice in a culture of high expectation and continuous improvement to strengthen students' learning and wellbeing outcomes.

## KEY WORKING RELATIONSHIPS (INTERNAL)

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- Principal
- R-12 Deputy Principal
- Head of Campus – Flinders Park
- 7-12 Assistant Principal – Teaching and Learning
- 7-12 Leader of Teaching and Learning
- 7-12 Leaders of Teaching and Learning
- House Leaders
- Staff
- Students
- Parents/caregivers

## KEY RESPONSIBILITIES/DUTIES

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Teachers are responsible to the Principal, and/or through the R-12 Deputy Principal and the Head of Campus – Flinders Park, and relevant Leader of Teaching and Learning.

As a staff member (teacher) at Nazareth, you will:

- Work in accordance with the Vision, Mission and Values and Aspirations of the Nazareth Strategic Plan.
- Apply current ACARA and SACE knowledge and contemporary teaching methods which facilitate successful learning.
- Respond to each learner's needs using differentiated instruction methodologies.
- Develop and maintain positive and effective working relationships.
- Provide a balanced and challenging programme relevant to the needs of each student.
- Assess, record and report learner achievement on a regular basis or as required by the College.
- Establish structures and processes to achieve a positive, productive learning environment.
- Ensure that confidential information is handled appropriately.
- Carry out other non-instructional responsibilities which are part of the teacher's role – such as:
  - Support and adhere to the College and SACCS policies and relevant government legislation.
  - Meet yard duty requirements.
  - Exercise a duty of care.
- Improve skills, knowledge and performance through professional development and performance appraisals.
- Carry out other duties as determined by the Principal, R-12 Deputy Principal and Head of Campus – Flinders Park.

## ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

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As a staff member (teacher) at Nazareth, you will:

### PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- Have a commitment to uphold and contribute to the ethos at Nazareth.

- Understand the employer's requirements and act in accordance with the South Australian Commission for Catholic Schools (SACCS) and College policies, guidelines and procedures.
- Complete administrative tasks accurately and on time, including record keeping and report writing.
- Participate in professional learning activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties, including yard duty, diligently.
- Attend staff meetings, parent-teacher interviews and other professional activities.
- Accept delegated responsibilities.

### **CONTENT OF TEACHING AND LEARNING**

- Establish comprehensive learning programmes aligned to ACARA and SACE.
- Explore and research a range of learning experiences and opportunities that promote success and achievement.
- 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.
- Develop the curriculum and assessment procedures in designated curriculum areas/year level(s) according to College policies.
- Demonstrate best practice in inclusive learning.

### **CLASSROOM MANAGEMENT AND BEHAVIOUR EDUCATION**

- Build strong relationships with parents/caregivers.
- Foster connections to establish positive and effective relationships with students.
- Consistently maintain behavioural expectations.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of CESA's Behaviour Education and Personal Responsibility policy (2010) and Nazareth's Being Responsible policy. Negotiate and implement consequences (in line with College processes and policies) if expectations are not adhered to.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions in consultation with the relevant House Leader and 7-12 Assistant Principal – Student Development.
- Ensure the necessary equipment and facilities are accessible, available and in readiness for planned activities.
- 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.

### **ASSESSMENT AND REPORTING OF STUDENT LEARNING**

- Provide reviews of the varying learning programmes and their effectiveness in promoting successful outcomes for students.
- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to monitor learning processes regularly.
- Use assessment tasks that are purposeful and relevant to the teaching and learning programme and the learning needs of students.
- Provide students with regular constructive 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.

#### *Additional requirements*

- Current teacher's registration.
- Screening clearance to work in Catholic Education SA.
- Approved Mandatory Notification training
- Teacher accreditation in Catholic Education SA.
- Relevant first aid training.
- 'Keeping Safe: Child Protection Curriculum' training.
- 'Disability Standards for Education' lessons 1, 2 & 3 certifications.
- Annual sign off is required for:
  - CESA Code of Conduct
  - Protective Practices
  - Nazareth ICT Agreement

## **WORK HEALTH AND SAFETY**

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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 of the employer that is related to health and safety at the workplace that has been notified to workers.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*