



HISTORY TEACHER – YEARS 7-12 PERMANENT FULL-TIME POSITION

Radford College is an Anglican co-educational school of 1570 students from Pre-kindergarten to Year 12, located in the suburb of Bruce ACT. The College is seeking a qualified full-time teacher of History, to commence at the beginning of the 2011 school year.

A. OUTLINE

The position is to teach History Years 7-12. An ability and willingness to teach to the highest Year 12 level are required. An ability and interest in teaching Asian History at a senior level will be an advantage for this position. The successful applicant will be a pastoral care tutor and there is a period allowance for this role. All staff have a co-curricular role – activities that occur outside the classroom. There is an honorarium paid for this role. All staff must be supportive of the Christian ethos of the College.

History is a very strong faculty in the College. There are specialist History classrooms and the faculty is well resourced with opportunities to integrate new technologies into classroom practice. History is a compulsory subject in Years 7 to 10. In Years 11 and 12 it becomes an elective and proves to be the most popular Humanities subject.

Further details about this position can be obtained by contacting Mr Michael Walsh, Head of the Humanities Department, email michael.walsh@radford.act.edu.au or telephone 6162 6223; or Ms Peggy Mahy, Deputy Principal - Head of Learning and Teaching, email peggy.mahy@radford.act.edu.au or telephone 6162 6285.

B. DUTY STATEMENT FOR TEACHING STAFF

1. Teachers are responsible to the Deputy Principal – Learning and Teaching and the Head of Department (HOD) for:
 - teaching a program of study, as approved by the HOD and as accredited by the ACT Schools Authority
 - providing a stimulating learning environment, effective teaching and appropriate assessment
 - good classroom control which allows each child to learn unimpeded by others
 - high standards of achievement commensurate with student ability
 - accurate, defensible reporting of each student's progress, within College policy
 - proper care and use of College resources and facilities
 - attending and participating in regular departmental meetings
 - preparing a personal professional review and development plan, endorsed by the HOD
 - referring problems about students requiring follow-up to the appropriate pastoral care tutor and/or Year Coordinator.
2. Teachers are responsible to the three Deputy Principals – Head of Senior School and Head of High School– for implementing College policies relating to:
 - discipline
 - uniform, hair, jewellery etc
 - courtesy code
 - homework and diaries
 - student attendance and punctuality
 - tidiness and attractiveness of classrooms.
3. Teaching staff are expected to participate in a range of duties beyond classroom responsibilities. These duties may include, but are not limited to, participation in relevant meetings and professional development activities, playground duties and co-curricular duties and will involve application of discipline, participation in the College's program for

spiritual and pastoral care and various other duties. Some of the duties will need to be undertaken at times other than during the school day including on weekends.

Dress standard for staff is conservative in nature and smoking is prohibited on the College site.

All teaching staff at Radford must have an appropriate first aid certificate.

C. THE EDUCATIONAL STRATEGIC PLAN AND AIMS OF THE COLLEGE

The Educational Strategic Plan for 2006-2010, report to parents on our initiatives to date, and the Aims of the College are to be found on the College website www.radford.act.edu.au.

It is a condition of employment that staff comply with all the policies and practices of the College and that conduct is consistent with the Christian ethos of the College. All staff must be fully supportive of the aims of the College, which can be found at www.radford.act.edu.au/About/about.html.

D. PRIVACY GUIDELINES

1. In applying for this position applicants will provide Radford College with personal information. We can be contacted:
 - by mail at College Street, Bruce ACT 2617
 - email principal@radford.act.edu.au
 - by telephone on (02) 6162 6200
2. If applicants provide personal information, for example name and address or information contained on resumes, the College will collect the information in order to assess the application.
3. Applicants agree that the College may store this information for three months.
4. Applicants may seek access to the personal information held by the College if unsuccessful in obtaining a position. However, access may be denied if for example access would have an unreasonable impact on the privacy of others.
5. The College will not disclose this information to a third party without the applicant's consent.
6. If applicants provide personal information of others, they will be encouraged to inform them that they are disclosing this information to the College and why; that they can access this information if they wish; that the College does not usually disclose information to third parties; and that the College may store this information for three months.

E. CHILD PROTECTION

The successful applicant who is offered the job will be subject to employment screening processes with the NSW Commission for Children and Young People and be required to make a formal child protection statement.

F. SELECTION CRITERIA

We have deliberately not provided set and narrow selection criteria.

It is recommended that you use this website information, the information contained in the College website and your own initiative to present a curriculum vitae that reflects you, your career to date and your priorities.

Short-listed applicants may be required to undertake a demonstration lesson prior to an offer of appointment.

Guidelines for the application are:

- a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian or New Zealand work visa.
- b) Applications should not be more than eight A4 pages.

- c) Applications must be provided unbound on loose-leaf paper. Please do not use any staples, display books or folders to enclose your application. Applications may also be sent electronically and all applications will be acknowledged.
- d) Applications should have a covering letter of not more than two pages, which includes a statement in support of your candidacy.
- e) Applications must also include the following information:
- Personal details (a photograph is optional)
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification). Short-listed applicants will be asked to bring original documents or certified copies of transcripts of tertiary qualifications to the interview.
 - Current position
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of professional associations
 - Co-curricular involvement, interests and expertise
 - Names, positions and contact details for three (3) referees.
- f) Applications close on **Thursday 9 September** and should be addressed to:
The Principal
Radford College
College Street
BRUCE ACT 2617
or email to: principal@radford.act.edu.au.

August 2010