



MIDDLE YEARS TEACHER – YEARS 7-8 HUMANITIES/ENGLISH 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 permanent teacher, to commence at the beginning of the 2011 school year.

A. OUTLINE

The position requires an accomplished teacher of English and History for our Middle Years – Years 7 and 8.

This position requires a professional passionate about English and History. As important the position requires someone who can demonstrate a broad repertoire of teaching practices appropriate for young adolescents and a commitment to a holistic approach to education.

The College provides a genuinely alternative model of curriculum, structure and pedagogy from that of traditional primary or secondary schooling. This model seeks to challenge the capacities of students, to excite them as learners and provide an educational framework that is developmentally designed to meet the particular needs of early adolescents. Teachers play an essential part in the construction, delivery and success of this program.

Further details about this position can be obtained by contacting the Head of English/ Humanities Years 7-8, Claire Melloy at claire.melloy@radford.act.edu.au, telephone 6162 6294.

B. DUTY STATEMENT FOR TEACHING STAFF

1. Teachers are responsible to the Deputy Principals – Learning and Teaching, and Head of High School:
 - 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 Deputy Principal – 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.
4. 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 ethos of the College. All staff must be fully supportive of the aims of the College.

Aims of the College

To provide a purposeful, imaginative and enjoyable learning environment

The College will provide a learning environment for students which:

- prepares them for life-long learning;
- focuses on the learning process;
- nurtures academic rigour, adaptability, creativity, innovation and flexibility of mind;
- develops a spirit of enquiry and discovery;
- encourages participation in a broad range of academic and co-curricular activities.

To nurture student potential

The College will provide a learning environment for students which:

- encourages the achievement of sound, appropriate and challenging personal goals;
- facilitates their active participation in the learning process;
- helps them accept responsibility for their progress;
- encourages to learn how to learn;
- acknowledges the worth of each individual.

To foster sound personal values and attributes

The College will provide a learning environment for students which:

- develops self-esteem and confidence;
- fosters self-discipline and encourages them to accept responsibility for their actions;
- encourages participation in group and team activities;
- promotes involvement in the local and wider community;
- allows them to adapt to the challenges of a changing world;
- encourages a concern for the welfare of others and a desire to serve others;
- nurtures a respect for the social and natural environment.

To encourage an understanding and acceptance of Christianity as the spiritual and moral basis of life

The College will provide a learning environment for students which:

- allows them to explore personal beliefs and develops an awareness of spirituality;
- helps them to develop a strong sense of morality and ethics;
- encourages sensitivity to the needs of others;
- nurtures tolerance and acceptance of difference;
- encourages respect of and understanding for the search for truth;
- presents the Christian faith as a meaningful and relevant way of life.

C. 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.

D. 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.

E. INFORMATION ABOUT THE COLLEGE

Review the college web site www.radford.act.edu.au for further details.

F. SELECTION CRITERIA

We have deliberately not provided a 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.

Guidelines for the application are:

- a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate Australian or New Zealand work visa.
- b) Applications should not be more than 10 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. They may also be sent electronically and all applications will be acknowledged.
- d) Applications should have a covering letter of not more than 2 pages, which includes a statement in support of your candidacy.
- e) Applications also need to 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);
 - Please include certified copies of transcripts of tertiary qualifications;

- Current position
 - A concise summary of your employment history (beginning with the most recent position)
 - Membership of professional associations
 - Co-curricular involvement or interests
 - Names, positions and contact details for three (3) referees
- f) Applications close on **9 September** and should be addressed to:
The Principal
Radford College
College Street
BRUCE ACT 2617
or email to principal@radford.act.edu.au.

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