



**ST DOMINIC'S
PRIORY COLLEGE**

EDUCATING GIRLS, INSPIRING CONFIDENCE

Celebrating
140
YEARS
1884 - 2024

St Dominic's Priory College is a College for girls, offering excellence in Catholic education for students from Little Doms to Year 12. Established in 1884 by the Dominican Sisters of North Adelaide, and now under the governance of Dominican Education Australia, it celebrates 140 years in 2024. Situated in a leafy, quiet corner of North Adelaide, a short 5 minutes north of the CBD, the College footprint enjoys frontage across three residential streets: with its southern façade exclusively for Junior School use. Conveniently located, St Dominic's Priory College services a diverse educational community from across northern and western Adelaide, enjoying all the benefits of a city-fringe school without compromising the tranquillity of a single, suburban location.

DIRECTOR OF THE JUNIOR SCHOOL

POR 4 | FTE 1.0 | PERMANENT TEACHING ROLE

ABOUT THE ROLE



The Director of the Junior School holds a pivotal position within our College Community, dedicated to empowering young women through the Dominican Pillars of Study, Community, Prayer, and Service. It is a position that has been filled, and held, internally for over 35 years. This opening presents a rare opportunity for a dynamic individual to embark upon the next step of their career and bring their innovation, enthusiasm, and personality to the table, where they will be well-met and supported by an established team of dedicated educators.

With a capacity of just under 700 students – 200 in the Junior School – the College retains the ambiance and collegiality of a close-knit community; affording its 100-strong staff strong relationships with the 528 families that have chosen a Dominican education for their daughters. The strength of this community is underpinned by the College's rich Dominican history, where staff and families have, for generations, worked in concert to provide a welcoming, safe, inclusive, and supportive environment that allows every girl to thrive. Within this context, the Director of the Junior School is a versatile and empathetic leader, overseeing all matters relating to Early Years Transition (Little Doms) to Year 6, whilst also supporting and maintaining connections with families as they progress into Secondary education.

KEY RESPONSIBILITIES

- ✓ Manage the day-to-day operations of the Junior School, providing leadership to Junior School Teaching and Education Support staff, in line with the College's Dominican values.
- ✓ Oversee the development and implementation of innovative curriculum and pedagogical approaches that are tailored to the unique needs of young learners; working in partnership with the College's Director of Teaching & Learning.
- ✓ Support the College Principal and Senior Leadership in aligning Junior School initiatives with the [College's Strategic Plan](#).

St Dominic's Priory College Ltd | Est 1884 | ABN: 25 085 110 379 | CRICOS: 01102G

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We acknowledge St Dominic's Priory College is situated on Kurna Land and we pay our respects to Elders past, present and future.

- ✓ Collaborate closely with the College's Deputy Principal to foster a culture of innovation, inclusivity, and holistic development that ensures that student wellbeing, family engagement, and Junior School events are all managed with excellence.
- ✓ 15 lessons per fortnight release time, allowing for direct engagement with students and ongoing pedagogical insight.
- ✓ Actively participate in the wider life of the College, including extracurricular activities, events, and celebrations.

APPLICATIONS

The role of Director of Junior School offers a rare opportunity for an aspiring leader to join a close-knit team in a tightly held role, and contribute to the rich, ongoing history of St Dominic's Priory College. If you are a dedicated professional, passionate about education and reaching your potential, we invite you to apply by submitting:

- ✓ St Dominic's Priory College [Employment Declaration Form](#)
- ✓ A one-page **Cover Letter** addressing your suitability for this position, as outlined in the *Position Information Description*
- ✓ An updated **Curriculum Vitae** including the details for three (3) referees, including your current Line Manager.
(Please ensure that they are aware of the position you are applying for, and are available to provide a reference. The Panel may consider contacting referees as part of the shortlisting process, prior to interview.)
- ✓ Evidence of your current **South Australian Teachers Registration Certificate**
- ✓ A valid **DHS Working With Children Check (WWCC)** or **Catholic Clearance**
- ✓ Up to date **Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHANH-EC) Certification**
- ✓ Up to date **First Aid Certification (HLTAID010)**

Please submit your application to employment@stdominics.sa.edu.au with the subject **Human Resources – Employment**.

The College welcomes and invites all enquiries relating to this Leadership opportunity. A confidential conversation can be arranged with the College Principal, Dr Helen Steele. To make an appointment, or for general enquiries about this role, please contact Mrs Courtney Chymko, Human Resource Manager 8331 5100 or email employment@stdominics.sa.edu.au.

APPLICATIONS CLOSE 10 AM MONDAY 18 MARCH 2024

This position is being readvertised; previous applicants need not reapply.

ADDITIONAL INFORMATION

St Dominic's Priory College is a Child Safe employer, committed to the welfare and protection of children and young people. The College is committed to upholding a diverse and inclusive learning environment, ensuring children and young people are valued and respected. In compliance with National Catholic Safeguarding Standards, all potential employees will be required to comply with the College's relevant policies and procedures.



Per the current [Catholic Schools Enterprise Agreement](#), the minimum tenure for this Band 2, Level 4 responsibility is 4 years. At St Dominic's Priory College, a permanent teaching position is the substantive appointment for this role and includes 15 lessons per fortnight release time with an allowance of \$22,245.

The successful candidate will be required to complete a **Salary Determination Application** (provided by the College), with **Statement of Service(s)** from previous employers to validate salary step.

DIRECTOR OF THE JUNIOR SCHOOL (POR 4)

Position Information Document

Employment conditions are in accordance with the SA Catholic Schools Enterprise Agreement.

MISSION AND VISION

Our Mission

A Catholic College educating girls in the Dominican tradition.

Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

Governance

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College (the College), an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwlth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

Safeguarding Children and Young People

The College is a Child Safe employer and committed to the welfare and protection of children and young people. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

GENERAL ROLE DESCRIPTION

The **Director of the Junior School** is a dynamic and empathetic leader who is integral to the success of the Junior School at St Dominic's Priory College. Overseeing all matters relating to Early Years transition through to Year 6 sit within this role. Working with the College Deputy Principal, the **Director of the Junior School** will ensure that student wellbeing, parent relationships and Junior School events are all managed with excellence. Additionally, working with the Director of Teaching and Learning the **Director of the Junior School** will ensure a rigorous, innovative and inclusive curriculum is offered to Junior School students. Some teaching duties are involved.

The role requires a person who is willing to support the College Principal in all matters relating to the Junior School as per the College Strategic Plan. Working collaboratively with key stakeholders and senior leaders in the College, the **Director of the Junior School** will ensure that all matters relating to students are managed with compassion, understanding, empathy and courage.

KEY WORKING RELATIONSHIPS

- | | |
|---|--|
| ▪ College Principal | ▪ Student Counsellor & International Student Coordinator |
| ▪ Deputy Principal | ▪ College Staff |
| ▪ Director of Teaching and Learning | ▪ Students |
| ▪ The College Leadership Team | ▪ Parents/Families/Guardians |
| ▪ Junior School Curriculum Coordinator | |
| ▪ Primary Inclusive Education Coordinator | |

APPOINTMENT INFORMATION

In accordance with the current Catholic Schools Enterprise Agreement (as replaced or superseded) the minimum tenure for this Band 2, Level 4 responsibility is 4 years. At St Dominic's Priory College, the tenure of appointment to this position is for 4 years, (i.e., POR 4 role) with 15 lessons per fortnight release time with an allowance of \$22,245.

The person appointed to the position of **Director of the Junior School** will hold a teaching degree, a master's degree and/or preferably are enrolled in other such equivalent post graduate studies.

PERSON SPECIFICATION

GENERAL RESPONSIBILITIES

The person holding the position of **Director of the Junior School** at the College is expected to:

- Have a capacity and a desire to actively contribute to the Catholic ethos of the College.
- Have an understanding of girl's education, how girls learn and how they engage with each other.
- Be astutely aware of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and colleagues.

- A proven track record in teaching and be able to demonstrate an ability to lead the provision of a quality Teaching and Learning program.
- A strong understanding of the curriculum as set out by ACARA.
- Demonstrate a commitment to child safeguarding policies, procedures, guidelines and reporting.
- Demonstrate an ability to exercise a strong pastoral role with students.
- Demonstrate excellence in teaching.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.
- Demonstrate effective communication skills with students, colleagues, parents and all members of the College and wider community.
- Formally communicate news of celebrations and achievements relating to the learning area through platforms including the College Newsletter and Magazine.
- Maintain accurate record keeping.

The **Director of the Junior School** at the College is a person of the highest integrity who is willing to be a supportive leader enabling others to achieve success in their work. Furthermore, they are a person who takes initiative, is creative and a problem solver.

Personal characteristics include but are not limited to:

- Generous, humble and student focussed.
- Empathetic, patient and considered.
- Enthusiastic.
- Integrity, honesty and trustworthy.
- Reflective, open and good humoured.
- Approachable, accountable and confident.
- Highly developed interpersonal skills.
- Respectful of the College history, the Dominican ethos of Truth and the education of girls.
- Clear communicator.
- Ability to plan, organise and work independently.
- Ability to communicate and negotiate with a variety of different people and organisations.
- Ability to work as a team member to achieve best practice.
- Respectful of the teachings of the Catholic Church and the Christian faith.

In addition to the required POR duties listed below, the incumbent is required to undertake their teaching duties as allocated.

KEY RESPONSIBILITIES

The key areas of responsibility for the **Director of the Junior School** at the College are:

- An integral Member of the College Leadership Team.
- Pastoral Care and wellbeing
- Administration.
- Junior School Teaching and Learning
- Junior School Activities and Enrichment Opportunities.

AN INTEGRAL MEMBER OF THE COLLEGE LEADERSHIP TEAM

The **Director of the Junior School** is an integral member of the College Leadership Team who is responsible for leading Teaching and Education Support Officer staff in the Junior School.

Staff in the Junior School are responsible for student's pastoral care, wellbeing, academic progress and spiritual growth. With girl's education in mind, the **Director of the Junior School** will provide an environment where all students grow to be confident learners embracing the values of the Gospel and our Dominican story.

The **Director of the Junior School** will also represent the College at the South Australian Primary Principal's Association (SAPPA) meetings and events and keep the College Principal informed by providing updates.

The incumbent will plan and implement a program of professional learning within Junior School meetings that will be suitable for Junior School staff. Through participation in Leadership Meetings, the **Director of the Junior School** will bring Junior School perspectives to decision-making by the Leadership Team.

PASTORAL CARE AND WELLBEING

All dealings regarding student pastoral care and wellbeing should be consistent with the College's Student Wellbeing Policy. For Transition – Year 6 students the **Director of the Junior School** is the next point of referral, after the home class teacher, for students experiencing difficulties or seeking counselling.

Specifically, students must be supported to ensure that they become confident learners and contributors to the school community. This work includes:

- Recognise the needs of the girl's, socially, emotionally and spiritually.
- Approaching all matters using the principles of restorative justice.
- Actively participating and attending any relevant meetings especially directly relating to student wellbeing and child safeguarding.
- Listening to students and their families without judgement.
- Finding appropriate ways to work with students in the Junior School who may struggle to articulate thought, experience and feelings.
- Liaising, consulting and responding with appropriate staff members as required when serious pastoral care/discipline matters arise.
- Understanding matters relating to child safeguarding.
- Working with the Student Counsellor and International Student Coordinator to maintain up to date wellbeing resources.
- Keeping the Deputy Principal informed on all matters in the Junior School, including but not limited to students of concern regarding attendance, lateness, serious or frequent uniform breaches, behavioural, social/emotional or academic concerns or any other matters which should be brought to the attention of the College Leadership Team.

ADMINISTRATION

The **Director of the Junior School** is required to:

- Follow up the daily attendance and lateness for class period and lessons. Report problems and follow-up with class teachers and students.
- Liaise with the Director of Teaching & Learning to create report templates for the Junior School, set appropriate reporting timelines for teachers and later proofread all Junior School reports.
- Document all matters using the College's Learning Management System (currently SEQTA).

- Conduct Enrolment Interviews and College Tours during the day and on Saturdays for interested Junior School students.
- Induct students who arrive during the year and ensure that the students are familiar with the College's facilities, practices, and procedures.
- Inform the Deputy Principal and Enrolments Registrar regarding all matters relating to student arrivals and departures.
- Work with the College Business Manager to develop budget submissions.

JUNIOR SCHOOL – TEACHING AND LEARNING

The **Director of the Junior School** is required to be astutely aware of contemporary teaching practices, programs and opportunities, in collaboration with the Junior School Curriculum Coordinator, for example:

- Further develop a dynamic, rigorous, and engaging curriculum across the Junior School.
- Be familiar with a range of programs including:
 - Crossways Religious Education Program
 - Early Years programs
 - InitialLit and MultiLit,
 - Seven Steps Writing Program
 - Maths and an understanding of Maths Pathways program
 - STEM.
- Lead the development and implementation of authentic assessment.
- Contribute to the development of all learning areas in the Junior School with a contemporary Catholic understanding.
- Ensure that all units of work are developed and fully documented according to the ACARA 9.0.
- Remain abreast of current research and pedagogy in Early Years Education and Primary Years.
- Contribute to a contemporary and inclusive educational vision for the College.

JUNIOR SCHOOL ACTIVITIES AND ENRICHMENT OPPORTUNITIES

The **Director of the Junior School** is responsible for the organisation and/or oversight of Junior School Activities and Enrichment Opportunities. These include but are not limited to:

- Thursday evening Netball competition, (attendance to all games).
- Fortnightly Junior School Assemblies.
- End of year procedures, Move Up Days, Welcome Days, and Activity Days specific to each year level.
- Other routines or activities when appropriate e.g. camps, retreat days, assist with organisation on Photo Day, NAPLAN testing, ReLat testing, Showcase Evenings, Year 6 Graduation, Twilight Assembly, and other such events.
- Attendance at significant school events.
- Collaboration with the Director of Faith & Mission, the local Parish and Class Teachers on Sacramental programs; Reconciliation, Confirmation, First Eucharist.

Working in partnership with the Director of Faith & Mission and the Student Leadership Coordinator, the **Director of the Junior School** will ensure that school spirit, school assemblies and student engagement remain positive and inclusive. This work includes:

- Providing support for the preparation and rehearsals of Whole School Gatherings, Masses and Liturgies.
- Supporting student leadership initiatives, activities and events.
- Providing supervision and support for other events, as required.

SPECIFIC REQUIREMENTS

As per the College Teacher PID, the following mandatory requirements must be maintained:

- Clearance to work in Catholic Education SA.
- Current Teachers Registration with the Teachers Registration Board of SA.
- Department of Human Services (DHS) valid Working with Children Check (WWCC)
- Approved Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- An up to date First Aid Certification (HLTAID010)
- Teacher Accreditation in Catholic Education SA.

WORK, HEALTH AND SAFETY (WHS)

This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work, you, as the employee who is the subject of this Position Information Document 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, insofar as you are reasonably able to, with any reasonable instructions 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: Work Health and Safety Act 2012 (SA) ss 27 and 28.

TEACHER

Position Information Document

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The College is a Child Safe employer and committed to the welfare and protection of children and young people. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the College's relevant policies and procedures.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

GENERAL ROLE DESCRIPTION

The St Dominic's Priory College Teacher is an enthusiastic professionally trained teacher who understands the value and importance of girls' education. Furthermore, they are a teacher of excellence who provides a rich and robust learning environment in our Catholic Dominican tradition. All teachers are expected to be people of the highest integrity, with an ability to work collaboratively, positively and effectively with colleagues to inspire confidence in every girl at St Dominic's Priory College.

As professionals, all staff are expected to witness standards of excellence in preparation for teaching and learning, in punctuality, in student management, and in personal presentation. All teachers are an important and integral part of each girl's learning and wellbeing experience at the College. They must uphold the values of the College and Dominican Education Australia remembering that the gospels lie at the heart of all we do.

KEY AREA OF RESPONSIBILITY

Teachers at St Dominic's Priory College are responsible for planning and conducting a rich, dynamic program of teaching, learning, assessment and reporting of student achievement in their subject area(s). They provide opportunities for their students to observe, question and inquire with the curriculum, utilising ACARA and SACE philosophies and pedagogies at the heart of all learning experiences. They know their students and understand how to develop a welcoming, safe, inclusive and successful environment that allows every student to thrive.

St Dominic's Priory College teachers assess, record and report on learner achievement regularly and in line with college policies, practices and expectations. Teachers know and can evidence their impact on student learning outcomes.

Teachers are accountable to the College Principal and will report directly to their allocated member of the College leadership team in their retrospective areas.

KEY WORKING RELATIONSHIPS

- | | |
|-------------------------------|------------------------------|
| ▪ The College Principal | ▪ Students |
| ▪ The College Leadership Team | ▪ Parents/Families/Guardians |
| ▪ College Staff | |

ROLE ACCOUNTABILITIES AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES

The person holding the position of Teacher at St Dominic's Priory College is expected to:

- Have a capacity and a desire to actively contribute to the Catholic ethos of the College and seek a deeper understanding of the Dominican Charism and approaches to education.
- Be astutely aware of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Have an understanding of girl's education, how girls learn and how they engage with each other.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Demonstrate a commitment to child safeguarding policies, procedures, guidelines and reporting.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect in a safe environment among students and colleagues.
- A proven track record in teaching within the subject field.
- Demonstrate excellence in teaching.

- A strong understanding of the curriculum as set out by ACARA.
- Demonstrate effective communication skills with students, colleagues, parents and all members of the College and wider community.
- Completing all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provisions.
- Adhere to and comply with the College's privacy policy and management of personal information.
- Collate evidence of practice and impact on student learning outcomes against the Australian Professional Standards for Teachers and sharing evidence with their line manager.
- Have specific qualifications and/or expertise in specified learning areas.
- Demonstrate an ability to exercise a strong pastoral role with students.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.
- Have the readiness to take an active role in co-curricula activities.
- Positively engage in and undertake professional development, training and professional reviews when required.

RESPECT FOR THE STUDENTS

- Establish and nurture a classroom climate which is mutually respectful and which is faithful to the College's Vision, Mission, Values and Ethos.
- Grow and maintain positive, effective and restorative relationships with students based the Dominican values and College Policies and Procedures.
- Support and sustain a safe environment in which each individual student is known, valued, and cared for, and where the sacred dignity of each individual is honoured.
- Use a diverse range of teaching strategies based on knowledge of students' physical, social, emotional and intellectual development and characteristics to nurture and develop the unique gifts of students.
- Plan and deliver comprehensive, inclusive learning programs which recognise and address the intellectual, emotional and physical abilities of all students.
- Motivate students to strive for personal excellence, encourage growth and optimise learner outcomes.
- Design and implement an inclusive learning program that is responsive to the learning strengths and needs of students from diverse, linguistic, cultural, religious and socio-economic backgrounds.
- Apply the College Student Management policies, procedures and practices as appropriate with the aim of promoting an effective and engaged learning environment.
- Use data (including ACER PAT Tests, NAPLAN, student results, etc) to:
 - Understand and help engage individual students in their learning.
 - Understand and cater for the breadth of student diversity within the classroom.
 - Help meet the specific learning needs of students across the full range of abilities.
 - Identify appropriate interventions and modify teaching practice to fully support all students.
- Communicate concerns about students to the various stakeholders as appropriate, including the:
 - Homeroom or Subject Teacher
 - Year Level Coordinator
 - Student Counsellor & International Student Coordinator
 - Director of Teaching & Learning
 - Director of the Junior School
 - Deputy Principal
 - College Principal.

CURRICULUM - PLANNING

- Work collaboratively with the Learning Area Leaders and colleagues to plan and implement well-sequenced learning programs using knowledge of curriculum, assessment and reporting requirements.
- For Primary Teachers - contribute to and implement the Personalised Plan for Learning.
- For Secondary Teachers – be familiar with, and implement, the Personalised Plan for Learning.
- Understand and apply the curriculum requirements of ACARA and SACE within the relevant teaching area(s) to ensure the curriculum is:
 - Differentiated to meet the specific learning needs of students and is accessible to the diverse range of learners in the classroom.
 - Well-sequenced to highlight scope of the content and sequential pathways for students.
 - Regularly reviewed and evaluated.

CURRICULUM – TEACHING

- Deliver an innovate, future focused, inclusive curriculum that inspires curious, engaged, confident and independent learners.
- Contribute to a culture of excellence in the quality and delivery of programs, assessment and feedback.
- Establish and deconstruct explicit, challenging and achievable class learning intentions.
- Work with students to co-construct success criteria and develop individual goals for their learning.
- Use teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking.
- Effectively teach the prescribed curriculum using contemporary teaching and learning strategies.
- Assess student work accurately and promptly, providing effective and timely feedback for individual improvement.
- Initiate contact with parents/guardians as appropriate, concerning a student's academic progress and/or wellbeing.
- Prepare Reports for parents in accordance with the College's policies.
- Attend Parent Information Evenings and Parent/Teacher Interview Evenings.
- Attend and contribute to relevant professional meetings including:
 - Whole Staff Meetings
 - SACE Meetings
 - Primary/Secondary Meetings
 - Faculty Meetings
 - Year Level Meetings
 - Professional Development Days
 - And other such meetings that will occur from time to time.
- Ensure learning opportunities are connected to ACARA and/or SACE Standards.
- Ensure that all requests made by the College Leadership Team in regard to teaching programs and assessments are adhered to.
- Use the Learning Management Systems (SEQTA and SEESAW) to record the individual learning progress of students.
- Ensure that all programs, lessons, necessary resources and assessments are uploaded to SEQTA.
- Use the Learning Management System (SEQTA) to record individual student pastoral care notes.
- Fulfil all Duty of Care requirements, such as yard duty and other supervisory duties, including relief lessons.

PASTORAL RESPONSIBILITIES

All staff are responsible for supporting the wellbeing of the students at the College.

Some teaching staff are allocated to the role of Homeroom Teacher, as part of their teaching load. As a Homeroom Teacher, Christian kindness, forgiveness and respect characterises the relationship with the students in your class. The Homeroom Teacher is responsible for:

- Administration duties such as, attendance, daily notices, etc.
- Monitoring student behaviour and attendance, following up truancy and lateness matters with parents/guardians.
- Monitoring the correct wearing of the College uniform.
- Keeping the Year Level Coordinator or the Director of the Junior School informed regarding all Pastoral Care matters.
- The prayer life of the class. This includes:
 - Modelling prayer to students;
 - Providing resources for prayer;
 - Organising the Student Prayer Roster; and
 - Recognising the special and feast days of the liturgical year.
- Providing pastoral support and counsel by:
 - Delivering and contributing to the Pastoral Care Program.
 - Facilitating and supporting a positive wellbeing culture at all levels of the College; class, year level and whole school (Reception to Year 12).
 - Attending whole school and community events to enable opportunities to meet parents and guardians.
 - Adhering to the assessment and reporting responsibilities associated with being a Homeroom Teacher.

CO-CURRICULA EXPECTATIONS

- St Dominic's Priory College runs an extensive co-curricula program. Information about the range of activities can be accessed on the College website.
- The breadth of the co-curricula program is made possible by the generosity of staff in accordance with the Enterprise Agreement Curriculum Extension Activities for Catholic Schools. St Dominic's Priory College is a Category 3 School.
- Applicants are asked to address this requirement in their application, indicating their experience and interests.
- Staff Annual Reviews will include an opportunity to discuss your commitment to Co-curricula activities.

SPECIFIC REQUIREMENTS

Acquire, maintain and provide evidence of:

- A valid Department for Human Services (DHS) Working with Children Check (WWCC)
- A valid Screening as issued by Catholic Archdiocese of Adelaide to work in Catholic Education SA
- A current Teachers Registration with the Teachers Registration Board of South Australia.
- Approved Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- A current HLTAID004 Provide an emergency first aid response in an education and care setting.
- The College adheres to the SACCS Policy on COVID-19 Vaccination.
- Teacher Accreditation in Catholic Education SA
- SALT Compliance Training and WHS modules, as issued by the Catholic Education South Australia, as required.
- Provide copies of awarded qualifications (relevant tertiary study, teaching qualifications) to the Human Resource Manager, if applicable.

WORK, HEALTH AND SAFETY (WHS)

This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work, you, as the employee who is the subject of this Position Information Document 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, insofar as you are reasonably able to, with any reasonable instructions 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: Work Health and Safety Act 2012 (SA) ss 27 and 28.