Year 7 Teacher

Loreto College is an independent Catholic Day and Boarding School for girls from Reception to Year 12. It is one of many schools throughout the world directed by the Institute of the Blessed Virgin Mary (also known as the Loreto Sisters).

To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established her first school for girls in Europe.

A strong belief in the capacity and responsibility of women to contribute significantly to society and to the Church underlies the emphasis in Loreto’s education tradition. This is based on Mary Ward’s conviction that “Women in time to come will do much”.

In 1905, Loreto in Adelaide opened in Sydneham Road at Norwood. The present site, “The Acacias”, on Portrush Road was opened in 1921 with 100 students. Today, there are some 900 students from Reception to Year 12 including 60 boarders.

The Loreto Schools of Australia Mission Statement embodies this vision:

“Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.”

Position Overview

The teaching staff's primary responsibility is to utilise appropriate teaching and assessment strategies which provides a learning environment that enables each girl to achieve her potential. Loreto’s educational philosophy is centred upon a commitment to the development of each individual student, so that she may be someone who realises her potential academically, socially, emotionally and spiritually.
Responsibilities of the role

Specific responsibilities in relation to teaching

- prepare and deliver a comprehensive learning program;
- use a range of strategies to address students’ varying intellectual, emotional and physical abilities in teaching practice;
- identify individual learning needs and styles and plan learning experiences that enable girls to reach their full potential;
- provide teaching methodologies which support critical thinking and problem solving skills and facilitate independent learning;
- actively incorporate ICT in teaching and learning;
- develop and use appropriate evaluation and assessment strategies and procedures;
- participate in excursions, competitions and other co-curricular activities;
- establish and maintain a stimulating, engaging and caring classroom environment;
- use a range of appropriate teaching methodologies, content and learning experiences to meet a range of abilities and learning styles;
- contribute to the development, implementation and evaluation of curriculum;
- contribute ideas and experience to the development of the College’s curriculum offerings through regular participation at learning area meetings and other forums;
- model effective organisation of resources;

Specific responsibilities in relation to administrative duties

- maintain accurate and up to date records of student assessment and progress;
- provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College;
- use a variety of assessment and reporting methods to regularly monitor learning progress;
- provide students with positive feedback on performance that reinforces student achievement and focuses on improvement;
- undertake student management strategies consistent with the Personal Responsibilities Guidelines in order to provide a positive and effective learning environment;
- manage resources effectively in accordance with the College’s goals and strategic plans;
• be involved in relevant College activities at special events e.g. Mission Day, competitions, retreats, camps, etc;
• attend relevant meetings and functions;
• adhere to all College policies and procedures;

Specific responsibilities in relation to pastoral care
• assume responsibility and genuine interest for student welfare;
• communicate effectively with all members of the year level group about students’ needs;
• engage in appropriate communication with parents to assist them in supporting their daughter’s development and well being;
• structure learning so as to best accommodate individual student learning needs and the diversity of student backgrounds;

Specific responsibilities in relation to communication
• communicate effectively with all members of the year level/pastoral care team about student needs;
• contribute to the activities of the faculty/team/year level;
• communicate effectively with colleagues;
• establish effective relationships with students;
• contribute, as appropriate, articles for the newsletter and other publications;

Specific responsibilities in relation to our Mission and Ethos
• incorporate Loreto’s Mission Statement, its principles and values into Teaching and Learning programs and practices;
• role model Christian values in all your dealings with students, staff and parents;
• fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities, voluntary service, whole College and class Masses;
• participate in community events
Specific responsibilities in relation to the community

- provide consistent public support both within and outside of the College for school-wide policy initiatives and strategic plans;
- attend College functions such as enrolment interviews, parent nights, information evenings, Open Days/Nights;
- maintain a professional standard of dress in accordance with the College’s Staff Dress Guidelines;

Specific responsibilities in relation to professional learning

- engage in professional development opportunities or associations in relevant subject/year level areas which are external to the College;
- take responsibility for achieving challenging personal professional goals;
- develop and sustain a positive image and profile within the Loreto community;
- engage in reflective reviews with your Line Manager and Professional and Pastoral Care Advisor;
- undertake reflective evaluation and goal setting to assist professional growth as a teacher;
- demonstrate commitment to your own ongoing professional learning;
- aim to strive for excellence through the use of reflective practices;

February 2011
Selection Criteria

- Demonstrated relevant contemporary curriculum knowledge.
- A high level of competency in teaching in relevant area.
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents.
- Excellent interpersonal skills underpinned by the Loreto values.
- Exemplary teaching practices, with proven classroom management practices.
- An understanding of the ethos of a Catholic school and in particular, one that operates according to the charism of Mary Ward (Loreto).
Applications

Applications should be addressed to:

Mrs Rosalie Gleeson
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

The position is a full-time replacement position for Terms 2 – 4 2011.

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching responsibilities required by the position.

- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher’s Registration Board certificate.

- All applicants will be required to undergo a federal police check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.

Included with your application

Please submit 3 copies of the following:

- Address each of the Selection Criteria outlined in the position description.

- Your Curriculum Vitae

- The names, addresses and full contact details of three referees who may be approached.

- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 4.00 pm on Monday, 21 February 2011