

Teacher – Reception



LORETO
COLLEGE

www.loreto.sa.edu.au

Role	Teacher – Reception
Employment Status	Temporary full-time position Terms 3 – 4, 2021
Period of Employment	19 July 2021 – 31 December 2021
Responsible to	Head of Junior School and ELC

Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward’s conviction that ‘women in time to come will do much’ and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that 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.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.



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.

The Reception Teacher works under the direct supervision of Head of Junior School and ELC. The specific areas of responsibility are outlined under the responsibilities of the role.

Key Accountabilities	Responsibilities and Expectations
<p>Teaching Practice</p>	<ul style="list-style-type: none"> • prepare and deliver a comprehensive learning program; • plan and organise content into coherent, well sequenced teaching and learning programs in line with the Australian Curriculum; • plan differentiated teaching and learning activities to address students' varying learning needs across the full range of abilities; • use the Loreto Transformation Model in order to facilitate change management initiatives for the betterment of the College; • know and implement the College Strategic Plan, school policies and other legislative requirements including those that ensure child safety; • actively incorporate ICT in teaching and learning; • actively utilise Loreto Connect and ensure class pages are up to date; • provide a stimulating and productive learning environment and engage a range of effective teaching strategies and resources to engage all learners; • engage in professional learning opportunities or associations in primary years; • engage in reflective reviews with your Line Manager; • undertake reflective evaluation and goal setting to assist professional growth as a teacher; • demonstrate commitment to your own ongoing professional learning;
<p>Administrative Responsibilities</p>	<ul style="list-style-type: none"> • maintain accurate and up to date records of student progress, performance and achievement; • provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College;



	<ul style="list-style-type: none"> • develop and use appropriate evaluation and assessment strategies and procedures; • ensure proposed semester assessment plans are provided at appropriate times to students; • 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; • prepare and write reports in line with the College's assessment guidelines; • be involved in relevant College activities at special events e.g. Mission Day, competitions, etc; • attend relevant meetings and functions; • contribute to collegial discussions and planning to improve the learning outcomes for students; • participate in excursions, competitions and other co-curricular activities; • manage resources effectively in accordance with the College's goals and strategic plans; • comply with all College policies and procedures, legislative, administrative and organisational requirements; • contribute, as appropriate, articles for Loreto Connect, newsletter and other publications;
<p>Social, Emotional and Academic Development</p>	<ul style="list-style-type: none"> • provide a positive, caring and organised learning environment that fosters the development of resilience and independence of students; • assume responsibility and genuine interest for student welfare; • develop a safe and supportive classroom environment by reinforcing and following the College's behaviour management policy; • develop positive and professional relationships with students, parents and colleagues; • 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;



	<ul style="list-style-type: none"> • structure learning so as to best accommodate individual student learning needs and the diversity of student backgrounds; • lead initiatives and activities within the scope of the SEAD program relevant to the year level;
<p>Mission and Ethos</p>	<ul style="list-style-type: none"> • know, accept, embody, and develop the Loreto mission and values; • have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward; • fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service; • role model Christian values in all dealings with students, staff and parents; • attend relevant school functions; • maintain confidentiality at all times and demonstrate high professional standards within the College and community; • provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans; • support and uphold the College's policies and procedures and the Child Safety Code of Conduct; • undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;



Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

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

Personal Development

A Professional Growth discussion is undertaken annually with your line manager to provide feedback for development and growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

April 2021



Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated relevant contemporary curriculum knowledge
- A high level of competency in teaching in junior primary and primary years
- 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)

Personal Qualities

- 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
- Willingness to contribute to the co-curricula program

Essential Qualifications

- Relevant tertiary qualifications and/or experience related to the teaching responsibility required by the position
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate



Applications

Applications for the position of Reception Teacher should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

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 Working with Children check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- 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 Friday, 30 April 2021

