



ST JOSEPH'S COLLEGE TOOWOOMBA

A Catholic Secondary Co-educational College
catering for approx. 800 students from Years 7-12

Manual Technology Secondary Teacher

Fulltime contract position (one year – possibly continuing), 15th January 2018 – 30th November 2018

The successful applicant would be knowledgeable and supportive of Catholic education and ethos. Qualifications in Woodwork greater than you would be teaching in Senior, a Certificate IV in Training and Assessment and experience in AutoCAD will be highly regarded.

Applicants must provide a full resume showing qualifications and experience as a teacher, and include details of three referees from whom confidential professional information may be obtained.

Employment will be in accordance with Catholic Employing Authority Single Enterprise Collective Agreement Diocesan Schools of Queensland.

Applications are to be addressed to:

The Principal
St Joseph's College
P O Box 577
TOOWOOMBA QLD 4350

or principal@sjc.qld.edu.au

Phone: (07) 4631 8500
Fax: (07) 4631 8599
Website: www.sjc.qld.edu.au

Applications close 15th September 2017.

Secondary Teacher – Manual Technology

Selection Criteria:

- Willingness to identify with and support the Catholic ethos of the College
- Relevant tertiary qualifications for the position
- Good interpersonal skills with students and adults
- Well-developed written, oral and interpersonal skills
- Knowledge of current syllabus documents
- Demonstrated ability in teaching Manual Technology/Graphics
- Ability to work effectively as a team member
- Current teacher registration with the Queensland College of Teachers



ROLE DESCRIPTION AND DUTY STATEMENT OF TEACHERS

A teacher's professional obligations and an employer's lawful expectations may require teachers to perform a variety of tasks. You are a member of a profession. As such, honesty integrity, justice and hard work are values that you will live in and outside the classroom. In all matters of discipline, students must be treated firmly but fairly. It is important to note that corporal punishment and other physical abuse is not tolerated in this College. For litigation reasons, staff are not to be behind closed doors with students on a one to one basis.

Dress should be in accordance with the teaching profession. Sports clothing is not appropriate. As a role model for students, it is crucial that your words and actions are appropriate for a teacher.

ROLE DESCRIPTION

The class teacher has the role of ensuring excellence in learning and teaching and enabling the students to achieve the best academic outcomes possible.

Class teachers have an important role to play in the formation of a spirit of study and an atmosphere of Christian conduct within the class.

It is desirable that a class teacher take a particular interest in the academic, social and spiritual welfare of the students in his/her class.

Although circumstances may ordain otherwise a class teacher should endeavour to be with and to see his/her class as much as possible and where feasible he/she should accompany his/her class in school activities. A class must never be left without the supervision of a teacher.

The class teacher is responsible for class management and good conduct of students in their own class.

The class teacher should foster a warm affirming climate, promoting the College Code of Conduct, seeking to get to know each student as a person and being an Advocate/Mediator between students and teachers. Liaison with the student's Mentor Teacher could be assistance for the general welfare of the student.

DUTY STATEMENT

1. EDUCATIONAL

Tasks related to the educational development of students and tasks concerned with the maintenance of good order and behaviour, and included, but is not necessarily limited to:

- 1.1 Class and group teaching and instruction;
- 1.2 Conducting excursions for instruction in school curriculum during school hours and with appropriate approval.
- 1.3 Setting and correcting assignments, tests, laboratory work and examination papers;
- 1.4 Supervising tests and examinations conducted in connection with the school Curriculum;
- 1.5 Evaluating, assessing students' work;
- 1.6 Caring for all equipment;
- 1.7 Compiling rolls and marking registers;
- 1.8 Writing work programs, work books and daily lesson plans;

- 1.9 Giving written reports on students' results, work and progress on students' reports;
- 1.10 Supervising students detained as a result of behaviour management procedures;

2. GENERAL

General duties of a classroom teacher include:

- 2.1 Being responsible for developing a clear knowledge of the students in his/her class and being able to account to parents concerning student progress.
- 2.2 Working closely with the Head of House to provide pastoral care to students in his/her care. While each Class teacher is responsible for discipline, he/she should liaise with the Mentor Teacher / Head of House for difficult situations.
- 2.3 Being responsible for entering any necessary information on students' report cards.
- 2.4 Assisting the College Administration in the maintenance of the appropriate records.
- 2.5 Conferring with parents about the progress of students.
- 2.6 Preparing lessons thoroughly and conscientiously in accord with College requirements.
- 2.7 Attending all staff meetings, school assemblies and celebrations.
- 2.8 Undertaking playground duty and supervisions as per roster.
- 2.9 Remembering that the role of teacher envisages that there may be times when it is necessary to refer students to other professionals within the College eg. the Head House, the Head of Department or the School Counsellor.
- 2.10 Maintaining teaching and learning as the primary process of the classroom.

SUITABILITY DECLARATION

PERSONAL PARTICULARS

Surname _____ Given Name _____
Date of Birth _____ Preferred Title (eg Mr, Mrs, Ms) _____
Address _____
Postcode _____
Phone No _____ Mobile _____
Email _____

POSITION DETAILS (leave blank if you are not being allocated to a position)

Name of Employer - *Diocese of Toowoomba Catholic Education Office (CEO)*
Name of School / CEO Team _____ Town _____
Position _____
Basis of Employment
 Full Time Part Time - Hours per week _____ Casual (Payment via Timesheets)

TEACHERS – SUITABILITY DECLARATION

- I verify:
 - I have not been convicted of a serious offence; and
 - I agree to disclose any change to my (criminal) history to the employer.
- I know no legal or moral impediment to my suitability to work with children.
- I am aware that I need to provide to the Chair of the Selection Panel my current Queensland Teacher Registration Certificate and to provide a photocopy for the school and Catholic Education Office records.

Name (Printed)

Signature

Date

NON-TEACHERS – SUITABILITY DECLARATION

Please tick one box:

- I hold a **positive notice** to apply for / start / continue in child related employment as defined by the *Working with Children (Risk Management and Screening) Act 2000*.

Blue Card Number: _____ Expiry Date: _____

- Photocopy attached

or

- I hold a **negative notice** or I am **not eligible** to apply for / start / continue in child related employment as defined by the *Working with Children (Risk Management and Screening) Act 2000*.

or

- I do not possess a **prescribed notice** as defined by the *Working with Children (Risk Management and Screening) Act 2000*. I will obtain any such notice as required.

Name (Printed)

Signature

Date

NOTE: Please seek advice from the Public Safety Business Agency, Blue Card Services if you are unsure of your "eligibility" status via telephone on 1800 113 611 or by visiting www.bluecard.qld.gov.au

Employment Collection Notice

In applying for a position within Toowoomba Catholic Education in the Diocese of Toowoomba and submitting your application for employment, you will be providing the Catholic Education Office Diocese of Toowoomba or School with personal information; for example, your name, address and other details contained in your résumé/curriculum vitae. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate, you have the right, in accordance with the provisions of the Privacy legislation, to notify us and make any updates or corrections.

When you have provided us with the name and address of a person in connection with your application [e.g. referee], you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment, you agree that you will not seek access to references provided by third parties or to confidential notes or reports made to us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position. Access to feedback on the selection process is available.

We expect to contact your current employer (if you have one) as one of your referees and request your consent to do so. By signing this form, you are giving this consent. If you prefer that we do not contact your employer, please advise us when you submit your application. You should be aware that declining to give consent may prejudice your application.

I agree with the above conditions and certify that the information in this application is true to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

Applicant's signature: Date: