



TEACHER

Position Information Document

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

“Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels”.

Our Kildare Ministries Core Values:

Wonder | Celebrating all that is good with joy and gratitude

Courage | Speaking and acting with integrity

Hospitality | Welcoming all

Hope | Bringing a sense of purpose

Compassion | Walking with and having empathy for all

Justice | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.



A KILDARE EDUCATION
MINISTRIES CATHOLIC
COLLEGE IN THE
BRIGIDINE TRADITION.

APPLICATION PROCESS

Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page)
2. Personal Statement responding to the Key Responsibilities & Duties listed in the Position Information Document (maximum 2 pages)
3. A completed Kildare College Employment Application and Declaration Form.

Timeline for Applications

- Applications close 9.00am on Monday, 17 March 2025.

Qualifications and Training

The successful applicant is required to hold current certification in:

- Teacher's Registration (South Australia)
- Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry,
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) – both Masterclass and Fundamentals training,
- First Aid training prior to commencement (HLTAID012 - Provide First Aid in an education and care setting).

For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the HR Manager on 08 83699999 or via email nruxton@kildare.catholic.edu.au

Applications should be submitted in PDF format and be addressed to the Principal via email: vacancies@kildare.catholic.edu.au

POSITION INFORMATION DOCUMENT

NAME:	Successful Applicant
POSITION:	Teacher - English, Legal Studies, HASS & RE
EMPLOYMENT TYPE:	Replacement
FTE:	0.70
COMMENCEMENT DATE:	28 April 2025 – 4 July 2025 (Term 2)

INTRODUCTION

Kildare College is a Kildare Ministries Catholic Girls College in the Brigidine tradition, educating girls from Year 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 775 students.

TEACHER KEY AREAS OF WORK

A teacher plays a vital role in ensuring that Kildare College provides and delivers an engaging and dynamic curriculum, which allows all students opportunities for success. The teaching position requires demonstration of the following:

- Have a commitment to uphold and contribute to the ethos and policies of Kildare Education Ministries.
- Have specific qualification and/or expertise in specified curriculum areas.
- Have highly developed skills and knowledge in designing inclusive contemporary learning programs that engage and meet the specific needs of all learners, including the integration of digital technologies.
- An ability to work collaboratively and develop positive relationships with other staff, students, families, and participate in all aspects of school life.
- Demonstrate sound practices in Restorative Practices, Positive Education, student wellbeing and personal responsibility.
- Ensure that confidential information is handled appropriately.
- Undertake other non-instructional responsibilities which are part of the teacher's role. These include but are not limited to; support and adhere to Kildare Education Ministries, CESA and SACCS policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care; and improve skills, knowledge and performance through professional development and performance appraisals.
- Undertake associated responsibilities in response to the needs of the College and the above Areas of Responsibility may be varied as determined by the Principal.

KEY RESPONSIBILITIES & DUTIES

The successful applicant will be responsible to the Principal for:

PROFESSIONAL RESPONSIBILITIES

At all times, adhere to the:

- Requirements of the Australian Professional Standards for Teachers
- Kildare Education Ministries (KEM) Professional Standards Policy
- Kildare Ministries (KM) Governance Safeguarding Policy
- Kildare Ministries (KM) Privacy Policy
- Kildare College Student Code of Conduct
- Protective Practices for staff in their interactions with children and young people
- CESA Code of Conduct
- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Understand and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.

In addition, staff employed at Kildare College are to:

- Act in partnership with families, peers and all College staff in the building of College community.
- Respect confidentiality of College information, including student records and discussions pertaining to such matters.
- Complete all administrative tasks as required or directed and any supervisory responsibilities.
- Attend staff meetings, Learning Reviews and other co-curricular activities in accordance with the Enterprise Agreement 2020 (as amended or replaced).
- Always ensure appropriate professional dress and personal presentation as per the Kildare College Staff Dress Code Policy and guidelines.

LEARNING AND TEACHING

- Contribute to a culture of academic excellence in the quality and delivery of programs, assessment tasks and feedback.
- Maintain a positive learning environment, ensuring the development of appropriate learning experiences which foster curiosity, challenge and love of learning.
- Ensure that all programs, necessary resources and assessments are uploaded to SEQTA, and SEQTA Marks Book is up-to-date, and results are visible to students and families on the SEQTA Engage portals.
- Plan and deliver a comprehensive, inclusive learning program which recognises and addresses the intellectual, emotional and physical abilities of all students.
- Integrate learning strategies and technologies that reflect awareness of constructivist learning and students' preferred learning styles.
- Ensure learning opportunities are connected to ACARA and SACE standards.
- Demonstrate skills in fostering student attention, interest, and motivation.

NURTURE A POSITIVE LEARNING ENVIRONMENT

- Create a positive classroom environment, guided by principles of fairness and compassion, which enhances the learning process.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and teachers.
- Manage the behaviour of students consistent with the College's established processes.
- Maintain accurate attendance records and standards of classroom appearance.
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk.
- Develop positive relationships with students and families, ensuring frequent and timely communication, and keep families informed regarding any matters of concern or celebration.

ASSESSMENT AND REPORTING OF STUDENT LEARNING

- Use a variety of assessment and reporting methods to regularly monitor the learning process.
- Provide students with feedback that reinforces student achievement, is constructive and focuses on improvement.
- Maintain accurate and comprehensive records of student progress and achievement, including any adjustments to curriculum or modification of curriculum for individual students in accordance with NCCD guidelines.
- Modify assessment of students in accordance with special provision entitlements.
- Maintain accurate and comprehensive records of student progress and achievement.
- Effectively use and implement the learning management system (SEQTA) provided by the College.
- Provide parents and students with detailed and accurate written and oral reports at appropriate times, as required by the College.

COMMUNICATION AND PROFESSIONAL RELATIONSHIPS

- Demonstrate effective communication skills with students, colleagues, families and others.
- Work effectively as a member of a particular required College team (e.g. House, Learning Area, Professional Practice Teams).
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning in designated curriculum area.
- Utilise the College communication avenues for all correspondence with students and families, adhering to the communication guidelines in the current Staff Handbook.

PASTORAL CARE TEACHER RESPONSIBILITIES

The key role of the Pastoral Care Teacher is to establish and nurture a caring, pastoral relationship with the students in their home class. They are to foster a welcoming, inviting environment where all students feel safe and known, and provide opportunities for students to develop and share their unique gifts. The Pastoral Care Teacher role is to:

- Foster a connection and celebrate Kildare Education Ministries core values, Christian values and our Catholic tradition.

- Foster a sense of joy, hope, humour and connection with the students' Pastoral Care class and affiliated House.
- Demonstrate effective pastoral care for all students in home class, through the building of positive relationships in partnership with fellow class teachers and House Leader.
- Be an advocate and supporter of the particular needs of individual students within Pastoral Care classes.
- Monitor and support students in their learning and wellbeing.
- Attend to all required administrative duties, including morning prayer, overseeing of uniform and personal presentation, information sharing, distribution and collection of required forms, maintenance of accurate student attendance records and reporting procedures.
- To be the first point of contact for the student and their family.
- Be consistent and professional when working with students and families.

OTHER DUTIES

- Promote a safe working environment for all staff, students, and volunteers.
- Report any unsafe work practices to the WHS & Risk Coordinator or committee.
- Attend Curriculum Extension Activities (CEA) as required.
- Performing Arts teachers are expected to actively support and collaborate in designated subject-specific learning area events, such as the College Musical and other significant Performing Arts events.
- Undertake associated responsibilities in response to the needs of the College and the above Key Responsibilities and Duties may be varied as determined by the Principal.

PERSON SPECIFICATIONS

The successful applicant will:

- Demonstrate a commitment to the vision of Kildare College and a willingness to incorporate the ethos of Kildare Education Ministries into all aspects of their work.
- Seek to deepen their understanding of the Kildare Ministries core values and approaches to education.
- Have the required skills and experience as a successful educator.
- Be a person with integrity and role-model best practice as a teacher and/or leader.
- Be forward thinking, positive and progressive in approach as an innovative, reflective educational teacher and/or leader.
- Can work collaboratively and effectively with colleagues, demonstrating the capacity to engage, enable and inspire others.
- Possess highly developed organisational and planning skills.
- Have highly developed communication skills and the ability to relate to, and respond effectively to, the needs of staff, students and families.
- Demonstrate resilience, responsible risk-taking and tenacity.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.

SPECIFIC REQUIREMENTS

In addition, all employees will ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration (South Australia).
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current and valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Teacher Accreditation in Catholic Education SA (including completion of the Graduate Certificate in Catholic Education within 5 years of appointment. Applicants can be in the process of completing this accreditation).
- Keeping Safe: Child Protection Curriculum.
- Kildare Education Ministries Child Protection Program.
- HLTAID012 - Provide First Aid in an education and care setting.
- Undertake Disability Standards for Education certification.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.

WORK HEALTH & SAFETY

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 28 – SA WHS Act 2012)

CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- All employees are required to proactively participate in the College's Self Appraisal Program to promote learning and improve capability.

- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed _____
(Employee)

Date _____

Signed _____
(Principal)

Date _____