

## Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application needs to include a brief cover letter, your Curriculum Vitae/Resume and your Qualifications.

Please include a list of 3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should be ONE DOCUMENT and include the relevant Job Title in the subject line and be sent (as one document) to [elcc@tenison.catholic.edu.au](mailto:elcc@tenison.catholic.edu.au) by the closing date.

Alternatively, please forward your application by post to:

Tanya Thomson & Audine Bryant  
Administration Officers  
Tenison Woods College Early Learning & Community Centre  
PO Box 965  
MOUNT GAMBIER SA 5290  
email: [elcc@tenison.catholic.edu.au](mailto:elcc@tenison.catholic.edu.au)

## Applications close 4.00pm, Monday 18 November 2024

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or a letter advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will usually take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Regards,

**Tanya Thomson & Audine Bryant**  
ELCC Administration

## Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Teachers thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well resourced and exciting learning environment which caters for over 1500 students from Early Learning through to Year 12.

### Early Learning & Community Centre (ELCC) Early Years Teacher – Permanent Contract

<b>Status:</b>	This is a permanent position working within the Early Learning & Community Centre (ELCC) of Tenison Woods College. <b>The FTE for this position is up to 1.0 FTE and will be negotiated with the successful applicant.</b>
<b>Commencement Date:</b>	Monday 20 January 2025
<b>Position Reporting to:</b>	Principal, Deputy Principal Director of ELCC
<b>Employment Requirements:</b>	<p>A probationary period of 2 school terms applies to this appointment. With the consent of the teacher, this may be extended for a further 2 terms.</p> <p>As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p> <p>As part of this role, you will be expected to perform those other duties that teachers at this school normally perform, eg attend staff meetings, yard duty, extra curricula activities, relief lessons and other required activities.</p>

### Role Purpose

Tenison Woods College is dedicated to providing a safe, healthy and engaging environment for its students.

Our qualified and supportive staff, promote the spiritual, intellectual, physical and social development of each child and are committed to supporting families within our community.

Teachers in the Early Learning & Community Centre (ELCC) will work as part of a team whose key function is to provide a safe and stimulating environment for the children attending the Centre.

They are to work collaboratively with colleagues, parents/carers and Leadership to facilitate learning by students and engage in continuous professional learning and education reform.

## Role Responsibility

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**Teachers in the ELCC report directly to the Director of the Centre and have responsibility for developing and implementing work schemes and lesson plans in line with the requirements of the foundation stage. This will involve organising and developing the learning environment and resources in order to facilitate learning.**

**The teacher will:**

- Have a commitment to uphold, support and contribute to the Catholic ethos of the College and its Religious Education Program.
- Provide a high standard of care and education to children aged 3-5 using the Reggio Emilia and Montessori approach to learning, reflecting NQS and EYLF 2.0.
- Establish classroom structures and practices to achieve a productive learning environment.
- Foster the understanding, social and communication skills of the children, using established programs such as LBi and Kimochis.
- Provide a safe, friendly and stimulating environment for children at all times.
- Provide a high standard of care and education.
- Focus on optimum child development and preparation including consideration of a successful transition to primary school education.
- Demonstrate an ability to develop positive relationships with children, staff and parents/carers.
- Maintain supervision of children as required, at all times.
- Identify and assist with the resolution of issues as they arise (parents, children, teacher needs).
- Be willing to participate in aspects of Centre, College and Parish life.
- Participate regularly in professional learning opportunities and attend all meetings and professional activities as required.
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.
- Be willing to participate in the co-curricular programs.
- Ensure that confidential information is handled appropriately.
- Exercise a Duty of Care for students and staff at all times.

## Key Areas of Work

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**ELCC teachers teach all areas of the foundation stage which is focused on helping children to achieve early learning goals. As a general set of expectations, teachers should expect to undertake the following:**

- Provide program delivery for all ELCC groups.
- Actively self reflecting and contributing to programming ensuring they meet each individual child's need.
- Ensure that all programs are safe and conducted in accordance with ACECQA South Australia.
- Nurture, comfort, scaffold and actively teach towards program and individual goals.
- Support transitional procedures, changing indoor and outdoor equipment and materials from one program to another.
- Maintain positive and regular contact with parents so as to facilitate positive relationships.

***Indicative activities undertaken by early learning teachers will include the following:***

- Motivating and stimulating children's learning abilities, using play-based experiences.
- Interacting with and supporting children, providing them with a secure environment in which to learn.
- Devising and producing visual aids and teaching resources.
- Organising learning materials and resources and making imaginative use of resources.
- Developing and supporting children's holistic development.
- Developing children's curiosity and knowledge.

- Collaborating with others to plan and coordinate work, taking responsibility for leading the Room team.
- Sharing knowledge gained with other practitioners and parents.
- Observing, assessing and recording each child's progress, creating individual learning goals.
- Attending in service training.
- Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the Centre.
- Keeping up to date with changes in the curriculum and developments in best practice.
- Support and implement the Tenison Woods College *policies and procedures*.

## Specific Requirements

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### **Qualifications and Training**

- SA Teachers Registration
- Degree in Early Childhood Education
- Approved Mandatory Notification training
- First Aid Certificate or Care for Kids First Aid Certificate
- Food Handling Certificate
- Prior experience working with children aged 3-5 years
- Prior working knowledge of the Reggio Emilia and/or Montessori approach would be advantageous
- Prepared to undertake Teacher Accreditation in Catholic Education SA

*Please Note:*

*This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*