

## Information for Potential Applicants

Thank you for your enquiry about 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 should include a cover letter, your Curriculum Vitae/Resume and a Context Statement addressing points of the Position Information Document. You must also complete the Applicant Declaration Form located at:

[http://www.tenison.catholic.edu.au/\\_files/d/12351/ApplicantDecForm.pdf](http://www.tenison.catholic.edu.au/_files/d/12351/ApplicantDecForm.pdf).

Please include a list of 2-3 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 include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to Mary de Nys at [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) by the closing date.

Alternatively, please forward your application by post to:

Mary de Nys  
HR Officer/Principal's PA  
Tenison Woods College  
PO Box 965  
Mount Gambier SA 5290

## Applications close 4.00pm, Monday, 16 December 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 ideally 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.

Yours sincerely

Mary de Nys  
Human Resources Officer/Principal's Assistant

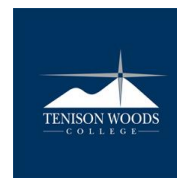
**Tenison Woods College**  
Reception to Year 12  
Co-Educational Catholic College

Shepherdson Road  
PO Box 965,  
Mount Gambier SA 5290

Telephone (08) 8725 5455  
Facsimile (08) 8724 9303  
Email [info@tenison.catholic.edu.au](mailto:info@tenison.catholic.edu.au)

[www.tenison.catholic.edu.au](http://www.tenison.catholic.edu.au)

Criicos Provider Code: 01751G  
ABN 25 508 850 572



## Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms 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 1,300 students from Early Learning through to Year 12.

## Years 9-11 Hospitality Academy and VET Permanent Teacher

<b>Status:</b>	This is a permanent position working within the Middle and Senior Schools of Tenison Woods College, including the possibility of Year 12 subjects. The FTE will be negotiated with the successful applicant.
<b>Commencement date:</b>	21 January 2025
<b>Position Reporting to:</b>	Principal, Deputy Principal, Head of Middle School, Head of Senior School, Mathematics Learning Area Coordinator
<b>Country Establishment Allowance:</b>	A Country Establishment Allowance is available for teachers' undertaking employment in a Catholic Education SA Country School for the first time.
<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.

The teacher is responsible for the development, implementation and teaching of the designated area(s) of curriculum, as well as the health, safety and welfare of students, fellow employees' and themselves.

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.

## Essential Requirements / Knowledge

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### **The successful applicant should:**

- Have a commitment to uphold, support and contribute to the Catholic ethos of the College and its Religious Education Program.
- Establish classroom structures and practices to achieve a productive learning environment.
- Demonstrate knowledge and experience of current curriculum and pedagogy.
- Have the ability to embed ICT, literacy and numeracy across the curriculum.
- Be willing to participate in the co-curricular programs.
- Be able to articulate and show examples of how to support students in developing personal responsibility.
- Demonstrate a collaborative and independent approach to planning and programming.
- Demonstrate an ability to develop positive relationships with students, staff and parents/carers.
- Demonstrate an ability to differentiate the curriculum according to the learning needs of individual students.
- Maintain assessment records according to guidelines.
- Keep a work program and maintain up to date assessment and performance records on the College's learning management system.
- Maintain supervision of students at all times.
- Identify and assist with the resolution of issues as they arise (parents, students, teacher needs).
- Be willing to participate in aspects of school and parish life.
- Participate regularly in professional learning opportunities and attend all meetings and professional activities as required.
- 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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### **The Teacher will:**

- Be qualified and/or experienced to teach Years 9-11 Hospitality and VET subjects.
- Hold a Training and Assessment certificate.
- Apply curriculum knowledge and pedagogies to facilitate successful learning according to the SACSA/ACARA framework and Middle / Senior Schooling philosophies.
- Produce and submit units of work which address individual student learning needs, integrated curriculum and personalised learning specific to Middle and Senior Schooling.
- Prepare and submit assessment plans according to the ACARA/SACE/SACSA guidelines.
- Demonstrate skills in managing Hospitality/Home Economics resources – including ordering ingredients.
- Support the College with the ongoing development and maintenance of our learning management and reporting system, SIMON.
- Be familiar with emerging technologies and have a strong interest in their incorporation into the curriculum.
- Provide a balanced and challenging program relevant to the needs of the students.

- Assess, record and report learner achievement in accordance with the *Assessment and Reporting Policy* of the College.
- Establish structures and processes to achieve a productive learning environment.
- Develop and maintain effective working relationships with the members of the College and wider Community.
- Maintain effective involvement in the general Pastoral Care Programmes and structures of the College.
- Oversee and assist with catering functions as required.
- Employ Restorative Principles to ensure a safe, orderly and successful learning environment.
- Hold tutorials and study sessions for Senior students/classes leading up to exams.
- Support and implement the Tenison Woods College *Developing Personal Responsibility Policy*.

## Specific requirements

### Qualifications and Training

- **SA Teachers Registration**
- **Approved Mandatory Notification training**
- **Keeping Safe: Child Protection Curriculum training**
- **Training and Assessment certification**
- First Aid Certificate
- Be willing to undertake Teacher Accreditation in Catholic Education SA training, along with any other compulsory training necessary for the role

## Your Responsibility

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed.
- You have demonstrated that you can carry out all of the duties of the position.
- You can provide proof of your qualifications and experience.
- You have included the names, position title and telephone number of your three (3) referees.
- Your application is signed & reaches the HR Officer by **Monday, 16 December 2024 at 4.00 pm.**

NB: Applicants **MUST** submit with their application, an Applicant Declaration Form obtained from <http://www.tenison.catholic.edu.au/files/d/12351/ApplicantDecForm.pdf>.

Please email your application as ONE DOCUMENT to Mary de Nys at [denym@tenison.catholic.edu.au](mailto:denym@tenison.catholic.edu.au) or post to:

Mary de Nys  
 HR Officer/Principal's PA  
 Tenison Woods College  
 PO Box 965  
 MOUNT GAMBIER SA 5290

### 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*