



ST. PETER'S
Anglican Primary School



Position Description
Learning Enhancement Intern /
RFF Teacher
(12 month position)



Vision

- St Peter's will strive to provide an inspiring, nurturing and dynamic learning environment, underpinned by Christian faith and with a focus on a strong academic curriculum.

Motto

- Life through Christ

We seek to achieve the following goals:

- Appoint exemplary Christian classroom and specialist teachers
- Pursue academic excellence
- Promote in students a love of learning, pride in their individual and collective achievement, and a strong work ethic
- Encourage students to fully extend their skills and talents, and to constantly challenge the limits of their abilities
- Develop superior skills and knowledge in Information Technology
- Provide opportunities for students to develop a high level of proficiency in Sport, Debating, Public Speaking and Creative and Performing Arts
- Commit to a nurturing system of pastoral care that is dedicated to the support of individual students and their families
- Develop in students a strong sense of service to others and to the community

We encourage all our students to:

- Develop an understanding of the Gospel message and the impact of serving God in their lives
- Develop their full intellectual, social and physical abilities
- Think critically and creatively
- Develop enthusiasm and respect for learning
- Show respect for and courtesy towards others
- Learn the value of working together
- Learn to appreciate the importance of service to others
- Show initiative and develop qualities of leadership within the school and wider community
- Develop a global perspective and the ability to adapt to change
- Appreciate the joy of living in a spirit of thankfulness to God



Role Description

Responsible to: Learning Enhancement Coordinator

Effective Date: Full Time position commencing Term 1, 2018 for one year (12 month contract)

Main Objective: To provide a new graduate with the opportunity to work within a school and gain valuable experience before assuming classroom responsibilities. In doing this, the Intern will support the diverse needs of St Peter's students.

FTE: Full time (1.0 FTE)

Hours: 8.00 am - 4.00 pm

The industrial Instrument that currently applies to this position is "Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017 and Independent Schools NSW (Teachers) (Hybrid Model) Multi Enterprise Agreement 2017

Dress Code: St Peter's Anglican Primary School requires staff to dress in a professional manner, fitting of an independent school. Further details will be provided to the successful applicant



Learning Enhancement Intern / RFF Teacher:

The successful applicant will work as an integral member of our Learning Enhancement Department in providing support and enrichment and also to teach a variety of classes to provide leadership release.

Our Learning Enhancement Department is growing to support the diverse needs of our learners. The successful applicant will work in collaboration with class teachers to provide support and enrichment for small groups within the context of the regular classroom. As such, experience or expertise in Special Education or Gifted Education would be beneficial.

The successful candidate will also teach a variety of classes to provide leadership release. Experience or training in Special Education or Gifted Education.

Selection Criteria:

Essential criteria

- Relevant Teaching qualifications (or intention to complete by end of 2017)
- Have a sound understanding of the learning needs of students
- Utilise appropriate technologies to enhance the teaching program
- Engage students in an education programs at all levels
- Work effectively as a member of an enthusiastic team
- Show a genuine appreciation and commitment to pastoral care
- Be prepared to participate in the school's co-curricular program

Specific Responsibilities

- Follow directions from teaching staff and supervisors
- Assist in the preparation and organisation of classroom teaching tools
- Set up for and assist in the implantation of indoor and outdoor learning programs
- Work with groups of children as directed by the Learning Enhancement Coordinator
- Assist students with a variety of additional needs
- Follow school policies and procedures
- Teach allocated groups and lessons as directed
- Provide educational direction
- Creating a flexible program and classroom learning environment targeting personal growth
- Establishing an effective rapport with students
- Motivating students to develop skills, attitudes and knowledge needed to provide a good educational foundation, in accordance with each student's ability
- Establishing good relationships with parents and with other staff members
- Attend camps, excursions and events, as necessary
- Actively supervise playground duties, as required



Salary will be:

0.8 (4 Days) as a School Assistant (Level 1)

Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017

0.2 (1 Day) as a Graduate Teacher/B1, S5

Independent Schools NSW (Teachers) (Hybrid Model) Multi Enterprise Agreement 2017

WHS Responsibilities

You have a responsibility under WHS legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not adversely affect the health and safety of other persons – for example your co-workers, students, parents or other persons that you may come into contact with at work.

You must cooperate with St Peter's Anglican Primary School to ensure that your workplace is safe and without risk to health. This includes, but is not limited to:

Employees will:

- Take reasonable care for their own health and safety while at work
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate and comply with any reasonable policy or procedure of St Peter's Anglican Primary School in relation to health or safety in the workplace
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Comply with all reasonable instructions from Managers in relation to health and safety issues at work
- Attend and participate in any training or in-service seminars arranged by the St Peter's Anglican Primary School to support the objectives of this Policy
- Use any personal protective equipment provided by the school to protect their safety and will ensure that they use this equipment correctly
- Engage openly with school personnel in any consultation on WHS issues or information brought to their attention, to assist the school
- Generally, cooperate with St Peter's Anglican Primary School as required to enable compliance with the Law
- Meet the requirements of WHS legislation, a person trained in First Aid will be responsible for the provision of First Aid, as required
- Assist all people in the workplace should an emergency occur



Application Process

Applications for the position of a Learning Enhancement Intern/RFF Teacher should include but not be limited to the following:

- Covering Letter
- Completed "Application for Employment" form – located on the school's website under employment
As part of the "Application for Employment" form, you will be required to provide the following information:-
 - Current written reference and/or contact details from Minister of Church currently attending
 - Written reference and/or contact details from current/past employers, colleagues
 - A statement of full employment history
 - A statement and proof of educational qualifications and professional memberships
 - Working With Children identification number
- Information which addresses the selection criteria as noted in the Position Description.
It is highly recommended that the selection criteria is addressed as it allows the Interview Committee to assess how you meet the criteria in a clear and concise way.
- Resume
- A statement of personal Christian faith

Applications marked CONFIDENTIAL should reach the Head of School no later than

4.00 pm – Friday, 11 August 2017

Mr Brendan Gorman

Head of School

St Peter's Anglican Primary School

PO Box 997

CAMPBELLTOWN NSW 2560

Email: employment@stpeters.nsw.edu.au

Short listed applicants will be contacted by telephone or email for an interview.

Confidential enquiries can be directed to Mr Brendan Gorman, Head of School by contacting the school on 4627 2990 or employment@stpeters.nsw.edu.au.