

HSIE Teacher Position Statement

| | |
|--|---|
| Position Title: | Teacher |
| Reports to: | Principal & Deputy Principal |
| Direct Reports: | Nil |
| Working relationships: | Principal, Deputy Principal, Teachers, Administration, Student Support Officer, Learning Support Officers, Students, Parents/Caregivers, Trainers, External agencies and departments. |
| Position Purpose: | |
| <p>The primary aim of this role is to perform the duties and fulfil responsibilities consistent with the Australian Professional Standards for Teachers. Teachers will take a holistic approach to student learning; supporting the mission, vision and values of the Allegra School Coffs Harbour to provide learning opportunities for young people that empowers them to reach their potential in an inclusive and supportive environment.</p> <p>A teacher is required to:</p> <ul style="list-style-type: none"> • Manage the successful development, implementation and evaluation of the program within our setting. • Professionally develop self and assist others (if required). • Assure continuous improvement in the program and in work with students and staff of Allegra School and Coffs Coast Education and Training Organisation Senior Management to ensure all requirements are met. • Maintain exceptional delivery of education and learning opportunities that meet the needs and expectations of NESA, Funding bodies, AISNSW, Coffs Coast Education and Training Organisation, parents, students and & prospective students. <p>This role requires administrative and reporting abilities along with a collaborative approach to school improvement.</p> | |



1. Position Description

1.1 Participate as a member of Allegra School Coffs Harbour and Coffs Coast Education and Training Organisation

- Commit to following applicable legislation including, but not limited to:
 - Confidentiality
 - Child Care and Protection
 - Work Health and Safety.
- Attend meetings, training and school functions as required.
- Actively promote Allegra School Coffs Harbour and Coffs Coast Education and Training Organisation's philosophy.
- Maintaining highly effective and positive working relationship with all staff.
- Presenting self appropriately, following dress code as required.
- Being punctual for all duties.
- Maintain privacy and confidentiality in practice.
- Support management initiatives.
- Support the development and implementation of organisational policies and practices.
- Adhere to company WH&S policy, procedures and rules, and adopt safe work practices.
- Undertake other duties as requested by management.
- Support the development and implementation of organisational policies and practices.

1.2 Develop, implement and evaluate school curriculum, maintaining the overall program objectives.

- Actively participate in areas such as curriculum development & implementation.
- Design a program that follows the overall curriculum outcomes, and submit programming when requested.
- Identify and trial alternative learning strategies and methods of delivery in the development and/or delivery of teaching and learning programs according to the strategic plan and identified school priorities.
- Prepare programs and specific lesson content which enhance human potential.
- Submit to Deputy Principal a proposal of resources required for the lessons at a reasonable time for procurement throughout the duration of the school year, and within budget.
- Deliver the lesson, supervise students and report any necessary incidents / accidents to the Deputy Principal.
- Complete rolls and attendance records accurately.
- Design and implement all necessary assessment tasks and record outcomes as required.
- Submit to the Deputy Principal, any quotes & or booking details for daytrips relevant to individual tutorials.
- Follow the School's Risk Management policies when delivering curriculum off site.
- Demonstrate ability to create or use a range of educational resources to provide students with a variety of learning experiences which meet the needs of students.
- Report on student progress as and when required.
- Be actively involved in the creation and implementation of student Individual Education Plans.
- Keep comprehensive notes on student adjustments and provisions that have been implemented, identifying areas for review.
- Thoroughly report on implementation of supports and provisions.
- Evaluate student improvement and achievement as a result of accommodations.

1.3 Support the needs of the students, maintaining gender equity, anti-discrimination, cultural diversity, confidentiality and child protection practices.

- Report any incident / accidents to the Deputy Principal or Student Support Officer.
- Act in a sensitive manner to the students' needs upholding non-violence and no harassment policy.
- Ensure that every student is given a fair chance and choice in all opportunities.
- Actively support referrals of the young people to services that may better suit their needs.
- Maintain client & staff confidentiality, while following appropriate procedures for notifying other staff where required by the School's Policy or legislation.
- Strive to independently administer day-to-day behaviour management strategies of students, referring to the Deputy Principal when necessary.
- Promote a culture of acceptance and inclusivity.
- Support neuro-divergent students to integrate and participate collaboratively.
- Foster a safe learning environment for all students, including those from diverse gender, racial and cultural backgrounds.

1.4 Participate in the overall activities of Allegra

- Participate in student orientation programs.
- Maintain classroom facilities and equipment.
- Provide student and course counselling.
- Participate in appropriate staff development programs to develop and maintain personal skills, knowledge and attitudes.
- Manage risk, health and safety practices within role.
- Actively promote the School and Allegra philosophy.
- Support management initiatives.
- Ensure that students develop and practice accepted safety procedures in the learning environment.
- Contribute to research, development, implementation and review of subjects.
- Perform an active supervisory role on excursions and in the playground.

1.5 Support the needs of the students by taking a holistic approach to the learning.

- Build and maintain supportive relationships with all students.
- Identify and respond to possible educational and personal support needs of individual students.
- Provide basic pastoral care to students or ensure student has access to pastoral care from another teacher or the Student Support Officer.
- Refer student to the School, Psychologist, Student Support Officer or external agencies as required.
- Negotiate with other staff on the student's behalf as needed.
- Liaise with parents of students as needed.
- Work collaboratively with Learning Support Officers to design and implement strategies to enhance student achievement.
- Implement effective strategies to increase engagement.
- Encouraging students to develop a sense of responsibility towards their own education.

2. Essential Selection Criteria

2.1 The HSIE Teacher will meet and maintain compliance with the essential requirements for the role:

- Current WWC check & current vaccinations as per Public Health Order.
- NESA accreditation & qualification or approval to teach Stage 5 HSIE.
- Demonstrated effectiveness and ability to create positive outcomes for young people in a flexible learning environment, including developing a stimulating learning environment by using a variety of styles, practical techniques and approaches to adjust subject matter.
- Strong interpersonal skills including high level communication, time management, incident management, stress management skills and a proven ability to develop effective working relationships.
- Alignment with mission and vision of the school and a demonstrated knowledge and acceptance of individuals with mental health conditions or who are from diverse gender, racial and cultural backgrounds.

2.2 Desirable Criteria

- Current anaphylaxis and First Aid training, or willingness to obtain.
- Light rigid bus licence.
- Experience working in a special education setting

3. Conditions

Conditions are as per the current Educational Services (Schools) Teachers Award 2020.

Salary is benched marked to Independent Schools MEA.

Hours of Work: 8.30am to 4.00pm (including 30 minute unpaid lunchbreak)

Annual Leave (pro rata FTE): 4 weeks annual leave (to be taken during school holidays)

Fulltime = 5 days/ 35 hour week

Subject Area: Stage 5 Geography, History and other subjects based on operational need.

4. Application Details

Applications need to be addressed to **Erin Caceda**

Erin.caceda@allegraschool.nsw.edu.au

Close: 8am Friday 29 April 2022.

Applications must include:

- Current resume including three referee contacts. 1 reference must be from current principal.
- Cover Letter addressing the selection criteria (max 4 pages).

Evidence of WWC Clearance, vaccination status and accreditation status will be required prior to interview.

Incomplete or late applications will not be considered.