



SECONDARY ENGLISH TEACHER Full Time Ongoing position

APPLICATION PROCESS FOR EMPLOYMENT IN 2021

Introduction

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into two sub schools: Primary (K-6) and Secondary (7-12) with a current enrolment of 700 students.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

The nature of the position and starting date

Applications are sought from Secondary teachers to fill the position of **Secondary English teacher** to commence in 2022.

The ability to teach to HSC level and experience at teaching to this level would be an advantage.

Successful applicants would ideally commence work at the earliest opportunity.

Key selection criteria

- A demonstrated skill level in nominated teaching area
- A proven ability to work well with students and colleagues individually and in a team environment
- Skills and interest in developing the sports and/or cultural programs of the school
- A demonstrated ability to develop quality work programs in line with NSW syllabus documents would be an advantage
- The candidate should support the Christian ethos of the School

Application details

Your written application **must include**: a covering letter, details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

It would be helpful if applicants made reference to where they saw this position advertised.

If selected for interview you will be required to bring the original documents along to the interview. Applications should be addressed as follows:

By mail (or hand delivered):

Confidential
To the Principal
Carmel Spry
Moama Anglican Grammar
PO Box 786
MOAMA NSW 2731

Or by email to:

recruitment@moamagrammar.nsw.edu.au

With the heading: **Confidential to the Principal**

APPLICATIONS: ONGOING UNTIL FILLED - PLEASE APPLY AS SOON AS POSSIBLE.

Child Protection issues

The School recognises its legal and moral obligations with respect to the protection of children and has instituted the following procedures in relation to staff who are in direct contact with students.

Please note that it is an offence to apply for a position working with children if you are a prohibited person within the meaning of the Child Protection legislation.

- Applicants selected for interview are advised that any offer of employment will be subject to satisfactory clearance by the Office of the Children's Guardian.

Registration

Teachers who have not taught in NSW in recent years are classified as new scheme teachers and must apply for registration through the NSW Institute of Teachers. Those registered with other states can transfer their registration.

Key Areas of Responsibility

The following Position Description is not intended to be an exhaustive summary of tasks and duties.

SECONDARY ENGLISH TEACHER - POSITION DESCRIPTION

| | |
|-------------------------|-----------------------------------|
| POSITION TITLE: | English Teacher |
| WORK AREA: | Classroom |
| SUB SCHOOL: | Year 7 – Year 12 |
| CLASSIFICATION: | Teaching |
| EMPLOYMENT TYPE: | Ongoing Full time teaching duties |

REPORTS TO

The Principal through the Deputy Principal, Head of Secondary School, Head of Teaching & Learning (Secondary) and the Head of English.

APPRAISAL

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities.

SALARY AND CONDITIONS

Salary will be commensurate with years of teaching and experience. General terms and conditions will be in accordance with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017.

Hours of Work

Hours worked for full time staff members will be 8.30 am to 4.00 pm Monday to Friday, with scheduled after school meetings going to 5.00pm from time to time and evening meetings after 7.00 pm as required. There are 60 (fifty minute) periods per fortnight including Assembly. A full time teacher teaches 23 periods per week and attends Assembly. They have 6 periods per week for preparation. A full time teacher will do a set number of duties per week and may be asked to take an "extra" for an absent staff member.

Part time members of staff are required for their teaching periods and some additional time and duties on a pro rata basis. For example a staff member on 0.52 FTE would teach 12 periods per week, have 3 periods per week during which they would be present in addition to these 12. This person could expect to be asked to take one extra per fortnight and pro rata duties.

Part time members of staff are expected to attend whole staff meetings (one afternoon per fortnight) and faculty meetings on a pro rata basis. Attendance at Parent Teacher Evenings and special School functions such as Presentation Evening is expected.

KEY AREAS OF RESPONSIBILITY

Duties:

- Take responsibility for the pastoral care and discipline of the students in their care on a day-to-day basis, paying attention to their spiritual, cultural, academic and social development.
- Monitor student progress in relation to ability, through the setting and marking of student work requirements.
- Develop and implement appropriate teaching strategies to facilitate student learning.
- Report regularly on student progress to parents and senior staff.

- Participate, as required, in the development of policies concerning such matters as curriculum, co-curricular activities, discipline and pastoral care.
- Attend and participate in staff meetings at a faculty and whole school level.

Carmel Spry
Principal

November 2021