



Blackfriars Priory School is an independent Catholic school under the governance and direction of the Dominican Friars, Province Assumption. In 2016 the Dominican Friars, Order of Preachers, celebrated their 800th Anniversary and Blackfriars Priory School was proud to be a footstep in this significant journey.

Blackfriars Priory School is an Early Years Co-Education and R – 12 all boys Catholic School and is the only school founded by the Dominican Friars in Australia. As was the mission of the Dominican Friars' founder, St Dominic, Blackfriars Priory School seeks to understanding Truth [Veritas] for the benefit of self and others and this remains at the core of the School's teaching pedagogy and its wider community.

Blackfriars Priory School is committed to the Four Pillars of Dominican Life:

Prayer | Study | Community | Service

Applications are invited from suitably qualified and experienced candidates for the position of:

JAPANESE TEACHER: R – 6
Replacement | Fixed Term | FTE 0.2
2022 School Year

Further information regarding this position is available by contacting:

MR DAVID RUGGIERO
Deputy Principal, Secondary

Email: c/-_employ@bps.sa.edu.au

Applicants are requested to:

1. Complete the Employee Declaration Form.
2. Submit a current Curriculum Vitae including a minimum of **three referees** with contact details.
3. Submit a statement of no more than one page outlining why you would like to work at Blackfriars Priory School, your understanding of and ability to contribute to the mission of Blackfriars Priory School as a catholic school in the Dominican tradition.
4. Submit a statement of no more than three pages outlining your capacity, experience and qualifications to fulfil the **Duties and Responsibilities** as stated in the Position Information Document.
5. **Attach:** Copies of relevant **Qualifications; Working With Children Check** (DHS issued) and/or **Responding to Risks of Harm, Abuse & Neglect Training Certificates**.

Applications are to be addressed to:

MR SIMON COBIAC
Principal
Blackfriars Priory School

Due to unreliable delivery timeline of Australia Post, please email applications to: employ@bps.sa.edu.au

Applications close: **Monday, 29 November 2020 @ 9am**

Attached: Declaration & Position Information Document



POSITION INFORMATION DOCUMENT

As the only school in Australia founded by the Dominican friars, Blackfriars remains faithful to the search for truth – veritas – as lived and taught by Dominicans across the world for the past 800 years. This search follows authentically in the footsteps and foundations described by founder of the Order of Preachers, St Dominic himself, and by the School’s patron, St Albert the Great.

Blackfriars Priory School is an independent Catholic school under the governance of the Dominican friars, committed to providing a holistic education – academically, socially, emotionally, physically, and spiritually – that caters specifically to the needs of boys. We develop young men who seek truth in life, walk with confidence and purpose and are inspired by the four pillars of Dominican life – Prayer, Study, Community and Service.

Blackfriars provides more than 700 students from Reception to Year 12 with modern facilities, outstanding resources, world-class tuition and opportunities to explore and question, develop confidence in their abilities and identify and excel in their natural strengths.

Blackfriars is situated on 4.5 hectares in Prospect, 3km from the centre of Adelaide and adjacent the city’s northern parklands. Since its establishment in 1953, Blackfriars has provided an inclusive and progressive educational environment where boys have every opportunity to explore and discover their purpose in the world.

Working at Blackfriars

It is expected that all members of staff working at Blackfriars will support and live in harmony with the School’s Catholic ethos, comply with all applicable governing codes of conduct, policies and procedures, in particular those pertinent to the safety and protection of child and young people and that of Work Health and Safety. Employees will advance the School’s Strategic Plan and Mission and Vision Statements; thereby contributing towards the sustainability and growth of the broader Blackfriars community.

Blackfriars is an equal opportunity employer, embracing a culture of diversity without discrimination.

TEACHER: JAPANESE LANGUAGE: R - 6

NAME:	NAME
APPOINTMENT TERMS:	In accordance with SA Catholic Schools Enterprise Agreement 2017 [or as replaced]
EMPLOYMENT STATUS:	Part-time Replacement FTE 0.2
TERM OF APPOINTMENT:	2022 School Year
MAJOR TEACHING SUBJECTS:	Japanese Language
REPORTING RELATIONSHIPS:	Operational Manager: Curriculum Leader: Languages Executive Managers: Head of Primary and Deputy Principal (Secondary)
APPOINTMENT AUTHORITY:	All staff appointments are authorised by the Principal

CONTEXT

Teachers at Blackfriars Priory School share in the saving mission of the Catholic Church and the Order of Preachers (Dominican Friars), as:

- Professional and expert educators
- Participants in the Christian tradition and vocation of teaching, through love of neighbour and witness to the truth
- Colleagues with a common purpose, in partnership with parents/caregivers to educate students.

The teacher is responsible to the Principal through the Deputy Principal (Secondary) and if applicable, relevant PORs for:

- the development and implementation of designated areas of the curriculum
- the teaching syllabus modules to designated groups of students
- the pastoral care and general wellbeing of students, developing a cooperative relationship with the student's family, external service providers, colleagues and others for the benefit of the student.

Teachers are expected to work and develop collaborative relationships with The Dominican Friars, colleagues, parents'/care givers and other personnel within Catholic Education to facilitate student learning and engage in educational professional development.

RESPONSIBILITIES

1. Professional Standards

- Demonstrates a commitment to the Catholic and Dominican charism and ethos of the School through leadership and engagement of the Four Pillars
- Operates in accordance with the Charter for Teachers in SA Catholic Schools
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures, including:
 - the SACCS Teacher Accreditation Policy (2012 (or as replaced))
- Be familiar with and act in accordance with school policies, including the Employment Policy, and other school guidelines and procedures, including those outlined in the Staff Handbooks
- Apply curriculum knowledge and teaching methods which facilitate successful learning
- Respond to learners' needs, providing a balanced and challenging program relevant to the needs of the students
- Develop and maintain working relationships
- Assess, record and report learner achievement
- Establish structures and processes to achieve a productive learning environment
- Engage behaviour management strategies that ensure a safe and successful learning environment
- Ensure that confidential information is managed appropriately
- Be familiar with and fulfil the duties of Home Group Teacher, Subject Teacher and Classroom Teacher, in accordance with the teacher's specific responsibilities in the school
- Carry out other non-instructional responsibilities which are part of the teachers' role, including but limited to:
 - mindful adoption of duty of care at all times
 - Complete administrative tasks accurately and on time including record keeping and reporting
- Undertake supervision of lessons and yard duty responsibilities with notable diligence
- Attend staff meetings, parent teacher interviews and other co-curricular activities
- Participate in professional development activities which lead to improved student outcomes and strengthens the professionalism of the teacher
- Perform any other duties as required from time to time by the Principal.

2. Teaching and Learning

- Plan a comprehensive learning program
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles, and plan learning experiences that enable all students to achieve success

- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Demonstrate best practice in teaching and learning
- Apply prior learning to changes that happen from time to time in teaching and learning practice
- Actively participate in the co-curricular programs within the school.

3. Classroom Management and Behaviour Education

- Establish positive and effective relationships with students
- Establish and maintain a task oriented learning environment
- Set and adhere to timelines for completion of work
- Negotiate and implement consequences if expectations are not adhered to
- Maintain classroom for optimum learning environment
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

4. Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods and tools to regularly monitor learning process
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school.

5. Relationship with the School and broader Community

- Demonstrate effective communication skills with students, colleagues, parents or guardians and others
- Participate collaboratively with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Engage and participate where necessary, in broader School community activities.

ESSENTIAL QUALIFICATIONS/EXPERIENCE/SKILLS

- Teacher Registration qualifications in Education [Essential]
- Demonstrated experience and proven ability in Education [Essential]
- Knowledge of Catholic school procedures and protocols [desirable]
- Sound principles in student behaviour and classroom management principals [Essential]
- Effective interpersonal and communication skills [Essential]
- Knowledge and experience in pedagogy and teaching principles of Boys' education [Desirable]
- Qualifications, knowledge and experience in teaching the relevant learning areas [Essential]
- Possess competence in Information Technology [Essential].

ACQUIRE AND MAINTAIN

It is essential that the person appointed to this position has the appropriate, formal qualifications. The employee must acquire and maintain:

- Teachers Registration
- Working With Children Check (WWCC)
- Responding to Risks of Harm, Abuse and Neglect – Education and Care
- First Aid training

WORK HEALTH SAFETY

All employees are expected to:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Be familiar with and understand WH&S policies of the School
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures
- Complete WH&S education and training modules, as required
- Use correctly any equipment provided for health or safety purposes
- Follow reasonable instructions given by the School, in relation to health and safety at work.

ACKNOWLEDGEMENT

I have read and understand the requirement of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, task and outcomes.

EMPLOYEE (Signature) _____ Date _____
NAME

PRINCIPAL (Signature) _____ Date _____
SIMON COBIAC

You do not required to sign this document unless you are appointed to the position.



EMPLOYMENT DECLARATION

SURNAME: GIVEN NAMES: TITLE:

FORMER SURNAME: DATE of BIRTH:

ADDRESS: POSTCODE:

TELEPHONE: Home: Work: Mobile:

EMAIL ADDRESS:

TEACHER REGISTRATION No: WORKING WITH CHILDREN CHECK (WWCC): Yes No

Please note: You must provide the **ORIGINAL TRB** issued Teacher Registration Certificate (if applicable) and evidence of a valid, current DHS issued Working With Children Check (WWCC) for sighting at your work location.

POSITION FOR WHICH YOU ARE APPLYING: **Japanese Language Teacher | FTE 0.2 | Fixed-Term 2022**

Please respond to the questions below, sign the Declaration and submit with your application:

1. Have you ever been investigated, charged, arrested, reported for, pleaded to, or been found guilty of any criminal offence? (Excludes offences issued with an expiation notices ie speeding fines) Yes No
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes No
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 Years of age) or towards any other person to whom you were responsible for providing education or other services? Yes No
5. Our process includes asking referees whether there are any child protection concerns in respect to you. Do you foresee any problem arising from this process? Yes No
6. Do you have conditions on your Teacher Registration? N/A Yes No

Please note: If you answered **YES** to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as a separate document)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or Principal's delegate) to discuss:

I wish not to answer one or more of the above questions and request that a meeting be arranged between myself and the Principal (or Principal's delegate).

Please note: If you wish to meet with the Principal (or delegate), you must submit your application at less one week prior to the closing date.

Further information and ongoing requirements:

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form, you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are accused, charged with, granted bail or convicted in relation to a sexual offence against a child, you are to immediately inform the **Principal** and must immediately cease providing services to Blackfriars.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration truthfully.

Applicant Signature: Date: / /

Declaration reviewed by the Principal of Blackfriars: Signature: Date: / /