Position Title: TEACHER
Accountability: Responsible to the manager of The Margaret Jurd College.

Selection Criteria

Essential Criteria:

As per the Children and Young People Care and Protection Act 1998 (prohibited employment act 1998) All staff at Margaret Jurd Learning Centre are subject to a Working With Children Check carried out by the employment screening unit of NSW Commission for Children and Young People.

Essential Criteria:

- Tertiary qualifications in Special Education and or Secondary Education with experience in Special Education. Such qualifications must be assessed as eligible to teach by the NSW Institute of Teachers.
- Demonstrated Experience teaching adolescents who have special educational needs in the areas of behavioral/mental health diagnosis and/or disadvantaged lives.
- Demonstrated ability in program development, delivery and oversight across a variety of Key Learning Areas.
- Demonstrated ability to modify programs and assessment to suit individual students learning needs inclusive of learning styles.
- Demonstrated experience in effective classroom behavioral management.
- Demonstrated experience of ongoing assessment of students against syllabus outcomes and reporting against students’ individual growth.
- Demonstrated commitment to maintaining a positive environment within a team
- Demonstrated capacity to work autonomously
- Demonstrated problem solving ability and negotiation skills
- Demonstrated Proficiency with Microsoft Office applications
- A commitment to work within the ethics and belief of the Uniting Church in Australia
- Current working knowledge of all legislative requirements for school staff inclusive of all aspects of Child Protection Legislation, Duty of Care requirements and Work Health and Safety.
- Working With Children clearance number through the Commission of Children and Young People.
• Unrestricted Drivers Licence

Desirable Criteria
• Senior First Aid
• Own Vehicle

Award:
• Education Services Teachers award 2010 (Industrial Instrument). The school will however provide over award entitlements in line with the Independent Schools NSW (Teachers) Multi-Enterprise Agreement 2011-2014 (steps agreement). The school may also provide salary sacrifice benefits which may assist your take home pay.

It is requirement of employment that all staff at Margaret Jurd College maintain a commitment to maintaining a sound knowledge of and a working practice which reflects the following policies procedures and legislation.
• Children and Young Persons (Care and Protection) Act 1998
• Children and Young Persons (Care and Protection –Child Employment) Regulations 2005
• NSW Interagency Guidelines for Child Protection Intervention 2006 edition (Keep Them Safe)
• NSW Ombudsman Act 1974,
• Work Health and Safety Act 2011
• Margaret Jurd College Policy on Confidentiality.
• Margaret Jurd College Code of Ethics
• Ethics and Beliefs of The Uniting Church in Australia
• Fire and Safety regulations.

Margaret Jurd College Policy and Procedure Manual is made available to all staff in both soft and hard copy. All legislative and affiliated responsibilities including but not limited to those listed are distributed to all staff upon commencement. It is a requirement of employment that all staff maintain an up to date working knowledge and adhere to the policies and procedures of Margaret Jurd College. Breach of Policy may result in staff coming subject to the Margaret Jurd College disciplinary procedure for Staff.
<table>
<thead>
<tr>
<th>Function</th>
<th>Service Provided</th>
<th>Required Input</th>
<th>Expected Output</th>
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| CLASSROOM TEACHING                  | • Effective classroom management practices that facilitate a quality learning environment  
• Development and implementation of education programs that delivers an Integrated Curriculum  
• Flexibility in teaching practices that target the individual learning styles and needs of students.  
• Establishment and maintenance of positive working teacher/student relationships fostering student engagement in learning.  
• Role modelling of open and positive communication with students.  
• A commitment to the maintenance of staff work practices across the program.  
• Maintenance of class Roll  
• Maintain records regarding student behaviour and application using millennium | Millennium  
Support staff  
Resources  
Program of Professional Development  
Flexible Budget  
Professional Development funded by the school focussed on developing Teaching skills | Engage students  
Outcomes achieved  
Evidence of learning  
○ Work samples  
○ Tracking student attendance  
○ Maintenance of students in class and on task  
○ Portfolio of work  
○ Student/parent Reporting  
○ Flexibility  
○ Supportive Learning Environment  
○ Student discipline records maintained within Millennium School administration system  
○ Relevant letters to parents distributed in a timely manner |
| EDUCATION PROGRAM DEVELOPMENT | • Programs developed and presented to the Manager by the end of the previous term ready for delivery the following term  
• Programs that are well resources with alternative activities and scaffolding to target individual learning styles and ability levels.  
• Programs based on an integrated curriculum model.  
• All programs evaluated in the program register at completion of program delivery  
• Make recommendation to the Manager for expenditure for program resources and activities.  
• A commitment to continual improvement through the evaluation and adaptation of education programs | • Professional Development funded by the school focussed on developing programming skills  
• Flexible programming opportunity’s  
• Face free time for programming  
• Supportive and collaborative teaching environment | • Programming for learning  
• Student growth against curriculum outcomes  
• Demonstrated learning through student work samples |
<table>
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<th>INDIVIDUAL EDUCATION PLANNING AND IMPLEMENTATION</th>
<th>STUDENT ASSESSMENT</th>
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| • Assessment processes that demonstrate student involvement in the planning process  
  • Individual Education Plans developed and maintained as a working document for all students.  
  • IEP’s that incorporate the input of all key stakeholders i.e. STUDENT, parents, caregivers, caseworkers, specialist services engaged etc.  
  • Individualised programs and activities targeted at individual learning needs as identified in IEP’s.  
| • Assessment tasks that are adapted to the individual student needs and interests  
  • Assessment schedule developed against Syllabus outcomes for KLA area of responsibility.  
  • Assessment schedule that demonstrates the individual needs of students being met whilst addressing targeted learning outcomes | • Access to up to date literature based on assessment practices  
  Resources  
  Professional Development funded by the school focussed on student assessment  
  Face free time allowance for assessment development | • Students engaged in appropriate Internships that are accessible and achievable  
  • A list of preferred employer host agencies established |
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<th>REPORTING</th>
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<th>INTERNSHIPS</th>
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<td>• Recording of students grades at regular intervals throughout the term</td>
<td>• Access to IEP’S and Case plan documentation.</td>
<td>• Copies of Risk assessments implemented and authorised by the coordinator.</td>
<td>• Regularly updated IEP’s</td>
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<td>• Maintaining accurate attendance data via Roll maintenance in Millennium Schools.</td>
<td>• All activities and excursions as agenda items for planning at weekly team meeting.</td>
<td>• Monthly reports from Millennium School</td>
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<td>• Daily recording of student progress/behaviour/application etc. via Millennium Schools</td>
<td>• Millennium Schools</td>
<td>• Resources purchased and activities undertaken linked to student program outcomes.</td>
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<td>• Ensure that all activities inclusive of excursions are planned with full risk assessment and permissions in place.</td>
<td>• Report student progress, strategies implemented, recommendation in students IEP’s.</td>
<td>• Explore with students how their learning goals relate to real activities</td>
<td>• A focus on Authentic assessment based on real life activities</td>
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<td>• School reports prepared by week 8 Terms 2 and 4 in line with ACARA requirements</td>
<td>• Staff support in the development and supervision of students on internships</td>
<td>• Establish community partnerships between school, students and community workplaces</td>
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<td>• Communication with parents and caregivers regarding the Progress of student internships</td>
<td>• Reporting all identified Child protection issues to the Coordinator and CS using the Mandatory Reporters Guide and the Mandatory Reporters Line.</td>
<td>• Organise at least one excursions and “shadow days” per term</td>
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<td>• Organise at least one excursions and “shadow days” per term</td>
<td>• Referral of clients to specialist services</td>
<td>• Students provided with adequate levels of staff supervision across all areas of the program</td>
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<td>• Student supervision on excursions, playground, arrival and departure when needed.</td>
<td>• Maintain up to date training as required for all Mandatory</td>
<td>• Comprehensive knowledge of client progress against case plans and Behaviour Management plans and Diagnostic Reports.</td>
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<td>• Implementation of the MJC Students Award Program.</td>
<td>• Access to clients extensive diagnostic and behavioural management plans</td>
<td>• Comprehensive knowledge of reports made to CS and applications made on behalf of clients</td>
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<td>• Reporting of any serious student misconduct or any other issue deemed relevant to the Manager for action.</td>
<td>• Supervision relief according to the relevant awards and schools policy and procedure</td>
<td>• An open level of communication with all staff about student behaviours</td>
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<td>• Implementation of the Margaret Jurd College Disciplinary Policy for Students</td>
<td>• Access to all policy and procedures in soft and hard copy formats. Copies of all legislation applicable to the position</td>
<td>• Read and sign as understood all relevant legislative requirements</td>
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<td>OTHER ASSOCIATED ROLES</td>
<td>Reporters i.e. identify and respond to risk of harm.</td>
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<td>• Maintain up to date knowledge in WHS legislation</td>
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<td>• Actively respond to any identified WHS risks within the workplace</td>
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<td>• Maintain professional boundaries with students and their families in line with Margaret Jurd College Policies and Procedures</td>
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<td>• Attend weekly meeting of coordinators and Manager</td>
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<td>• Any reasonable direction of the Manager or her delegate</td>
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<td>• Internal and external supervision provided by school if required</td>
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<td>• Minutes of weekly team meetings addressing all relevant needs of the Campus inclusive of WHS, IEP updates, planned excursions and activities etc.</td>
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<td>• Input into weekly team meetings</td>
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**Margaret Jurd College**