

Information Technology TEACHER (Secondary) Full Time or Part Time Ongoing position

APPLICATION PROCESS FOR EMPLOYMENT

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 includes Primary (K-6) and Secondary (7-12) with a current enrolment of 650 students.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border.

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.

Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

The nature of the position and starting date

Applications are sought from Secondary teachers to fill the position of **Information Technology teacher**.

The ability and experience to teach at HSC level in NSW is highly desirable.

Successful applicants will commence work **as soon as possible**.

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 keen interest in developing the School during the next period of its growth
- 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 original qualification documents to the interview. Applications should be addressed as Confidential to the Principal.

By mail (or hand delivered):

Or by email to:

Carmel Spry
Moama Anglican Grammar
PO Box 786
MOAMA NSW 2731

recruitment@moamagrammar.nsw.edu.au

APPLICATIONS CLOSE AT 4:00PM ON FRIDAY 24 JULY 2020.

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.

Information Technology Teacher (Secondary)

POSITION DESCRIPTION

POSITION TITLE:	Information Technology Teacher
WORK AREA:	Classroom
SUB SCHOOL:	Year 7 – Year 12
CLASSIFICATION:	Teaching
EMPLOYMENT TYPE:	Part-time/Full-time contract position until the end of the year with the possibility of ongoing.

REPORTS TO

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

APPRAISAL

All members of staff will take part in the School's appraisal system which has as its core aim, to assist 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 are 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 undertake 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.

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
June 2020