



## **Secondary English Teacher – 1.0FTE Fixed Term for 2017**

Lake Joondalup Baptist College seeks to appoint a skilled and enthusiastic English teacher. The successful candidate will have the qualifications and personal qualities needed to inspire and teach students effectively and competently as they implement the Australian Curriculum and make a difference to the educational outcomes of students from Year 7 to Year 12.

This position is a temporary appointment for 2017 and commencing January 2017.

### **Duties and responsibilities of English Teacher**

1. Ability to teach Lower and Senior Secondary English.
2. Liaise with parents, teachers and the Head of English Learning Area to plan, prepare, monitor and report on the progress of students.
3. Work collaboratively as a team member and make an effective contribution to bring about excellence in teaching strategies and educational outcomes.
4. Able to communicate with parents and students, both in formal and informal situations, in order to promote a caring and professional environment within the College community.
5. Work closely with the Head of Secondary Learning Enhancement with respect to the academic program of students with learning difficulties and special needs.
6. Willing to support and promote the Christian ethos of Lake Joondalup Baptist College at all times.
7. Implement all College policies and procedures relating to student management and care and implement any changes from time to time as directed by the Dean of Students K-12.
8. Attend Consensus and support meetings organised by AISWA, the School Curriculum and Standards Authority or professional bodies.
9. Support the Dean of Studies K-12 and Head of English Learning Area with regard to the implementation of the curriculum, in line with The School Curriculum and Standards Authority of WA and the Australian Curriculum, Assessment and Reporting Authority.
10. Teach and undertake other duties as specified by the Head of English Learning Area and the Dean of Administration.
11. Contribute annually a minimum of 40 hours (pro rata) to co-curricular activities, as directed by the Dean of Staff Development and Co-curricular.
12. Provide in-class support to students with learning difficulties and special needs.
13. Assist with a Form class and participate in House activities.
14. Attend after school meetings of Secondary Teachers and the English Learning Area.
15. Other duties as directed by the Principal.

### **Qualifications, experience and personal qualities**

1. Registration or eligibility for registration with the Teacher Registration Board of Western Australia.
2. The successful applicant will have excellent interpersonal and professional qualities, including compassion, strong written and oral communication skills, initiative and ability to work as a team member.
3. An ability to integrate ICT into pedagogical practices.
4. A current reference from the applicant's Church Pastor/Minister is desirable.

### **Commencement date**

January 2017

## **Application process**

Visit the Employment section on the College website at <http://www.ljbc.wa.edu.au/Employment.html> and refer to the section *Application Information, Secondary Teaching Staff Prospectus*. All applications must be submitted with a completed [Employment Application Form](#).

Your application must include the following documentation:

1. *College Application Form*
2. *Covering Letter*
3. *Resume*
4. *Response to the Duty Statement*
5. *Certified copies of qualifications and Working with Children Check*
6. *Proof of current registration with the Teacher Registration Board of WA or application towards*
7. *A written reference from your Pastor/Minister is desirable*

Kindly submit your application, preferably by email and in PDF Format, together with your resume as follows:

**By email:**     **HR@ljbc.wa.edu.au**

Should you wish to hand deliver or post your application to the College, ***please do not*** use staples in your documentation.

*By post to:*     Attention: Human Resources Officer  
Lake Joondalup Baptist College  
PO Box 95  
JOONDALUP WA 6919

*By hand:*       Attention: Human Resources Officer  
Lake Joondalup Baptist College  
Kennedy Drive  
Joondalup

Closing date for applications: 4pm Tuesday 1 November 2016

Dawn Clements  
College Principal

October 2016