



Dear Applicant

Thank you for your interest in employment at Living Waters Lutheran College.

Please find enclosed a Lutheran Schools Employment Application Form and Teacher Job Description. Ensure that you read the teacher job description and the attachment to the application form fully before completing your application. If you have any questions about the application process they may be directed to Mrs Danae Callister, Principal's Assistant on 9593 9560.

Submit the following:

- The completed Lutheran Schools Employment Application Form (see below)
- A brief covering letter indicating why you feel you would be suitable for the position
- A copy of your current resume with your application which should include the names of three referees
- A copy of your TRBWA teacher registration. If you are not already registered with TRBWA it will be a condition of employment that this is obtained before commencing work as a teacher
- A copy of your Working with Children Check. If you do not have a Working with Children Check it will be a condition of employment for the successful applicant to apply for one within five days of commencing employment

All applicants must be willing and able to fully support the Christian ethos of the College.

If you are applying for a Primary teaching position (KG-Year 6) please be aware that the teaching of Christian studies is an essential part of a teacher's role (excluding specialist teachers e.g. Japanese, Art, PE)

Completed applications should be addressed to the Principal, Ms Sue Sullivan and sent to:

Email dcallister@livingwaters.wa.edu.au

Mail The Principal, Ms Sue Sullivan

PO Box 997

Rockingham WA 6168

Fax 9593 6010

Wishing you every success with your application.

Yours sincerely

**MS SUE SULLIVAN
PRINCIPAL**

LIVING WATERS LUTHERAN COLLEGE

JOB DESCRIPTION & EMPLOYEE SPECIFICATION



Job Title TEACHER
College Department: Education
Position Classification: As per current Lutheran Schools WA Enterprise Agreement

JOB DESCRIPTION - TEACHER

1. Summary of the broad purpose of the job in relation to the College's goals. *(Expected outcome and how it is achieved.)*

Teachers at Living Waters Lutheran College display the highest professional standards in their classrooms, personal presentation and management of the students in their care. They will manage classes and students effectively, thereby ensuring that learning is maximised for all students, the duty of care is met in and out of class, and a caring environment is provided for all. A restorative justice approach is utilised for all relationships on campus.

Teachers will support the Christian ethos of the College and develop their understanding of the spiritual requirements of teaching in a Lutheran school by undertaking the Pathways program. They embed the mission statement into their daily practice and as a result provide each student with the opportunities to achieve their best possible outcomes in school, and develop skills for life.

Teachers will undertake to teach classes as directed by the Principal. In addition to programmed work at the College, it is acknowledged that teachers spend considerable amounts of time preparing for that work or in other professional tasks on campus, in the community, or at home.

2. Reporting / Working Relationships *(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)*

Teachers report directly to the Principal and are required to develop key working relationships with the College leadership team. They will work collaboratively with Learning Area Leaders of all their subject areas and relevant Pastoral Care staff. Teachers will participate in partnerships with colleagues to reflect upon and improve teaching and learning.

Teachers will actively foster trusting and respectful relationships with students governed by law and protective practice legislation. Interaction with the parent community will be regular and professional at all times.

3. Special Conditions

Teachers are employed under the conditions specified in the current Lutheran Schools WA Enterprise Agreement.

4. Extent of Authority

The role of teacher is largely autonomous regarding delivery and classroom practice under the framework provided by SCSA, ACARA and College guidelines. Teachers respond to student needs and collaborate with other staff to ensure the safety, wellbeing and academic achievement of each student. Teachers will abide by College policy and procedure and perform all duties as requested by the leadership team.

JOB DESCRIPTION - TEACHER

5. Statement of Key Outcomes & Associated Activities

Teacher

The role of Teacher encompasses activities according to the Australian Professional Standards for Teachers, as well as some relevant specifically to Living Waters Lutheran College.

Local responsibilities

- Commit to uphold, and contribute to, the Lutheran ethos of the College.
- Act in partnership with parents, peers and all College staff in the building of College community.
- Respect the confidentiality of College information, including student records and discussions pertaining to such matters.
- Effectively carry out all required administrative responsibilities.
- Take responsibility for the pastoral needs of all students and utilise a restorative practice approach for all relationships.
- Support and participate in all College programs which promote student wellbeing and academic achievement.
- Comply with College WHS policy and procedures and adhere to safe work practices.
- Comply with staff dress code policy.

Know students and how they learn (Standard 1)

- Physical, social and intellectual development and characteristics of students.
- Understand how students learn.
- Students with diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Strategies for teaching Aboriginal and Torres Strait Islander students.
- Differentiate teaching to meet the specific learning needs of students across the full range of abilities.
- Strategies to support full participation of students with disability.

Know the content and how to teach it (Standard 2)

- Content and teaching strategies of the teaching area.
- Content selection and organisation.
- Curriculum, assessment and reporting.
- Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians.
- Literacy and numeracy strategies.
- Information and Communication Technology (ICT).

Plan for and implement effective teaching and learning (Standard 3)

- Establish challenging learning goals.
- Plan, structure and sequence learning programs.
- Use teaching strategies.

JOB DESCRIPTION – TEACHER

Statement of Key Outcomes & Associated Activities – Continued

- Select and use resources.
- Use effective classroom communication.
- Evaluate and improve teaching programs.
- Engage parents/carers in the educative process.

Create and maintain supportive and safe learning (Standard 4)

- Support student participation.
- Manage classroom activities.
- Manage challenging behaviour.
- Maintain student safety.
- Use ICT safely, responsibly and ethically.

Assess, provide feedback and report on student learning (Standard 5)

- Assess student learning.
- Provide feedback to students on their learning.
- Make consistent and comparable judgements.
- Interpret student data.
- Report on student achievement.

Engage in professional learning (Standard 6)

- Identify and plan professional learning needs.
- Engage in professional learning and improve practice.
- Engage with colleagues and improve practice.
- Apply professional learning and improve student learning.

Engage professionally with colleagues, parents/carers and the community (Standard 7)

- Meet professional ethics and responsibilities.
- Comply with legislative, administrative and organisational requirements.
- Engage with the parents/carers.
- Engage with professional teaching networks and broader communities.

EMPLOYEE SPECIFICATION

1. Educational / Vocational Qualifications

- Current registration with the Registration with Teachers' Registration Board of Western Australia (includes police clearance).
- Teacher Accreditation in Lutheran Schools Australia. Training may commence upon appointment.
- Valuing Safe Communities training with LSA or willingness to complete upon appointment.

2. Personal Skills, Abilities & Aptitude

Skills

- Demonstrate organisational and time management skills.
- Demonstrate high level of communication and interpersonal skills when relating to students, parents and other teachers.
- Demonstrate the capacity for leadership, self-management, participation, decision-making and team building.
- Be a resourceful team member.

Abilities

- Select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.
- Incorporate the use of electronic technology into the investigation, teaching and learning of subject area.
- Demonstrate the capacity to reflect critically upon their professional practice.
- Accept, promote and manage change.
- Respect the confidential nature of all personal data associated with staff and students.
- Prioritise workloads and meet required deadlines.

Aptitude

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community is essential.
- Demonstrate Christian integrity in all things.
- A commitment to the development of effective skills in young people.
- Having a willingness to learn, undertake mentoring and follow instruction effectively.
- A readiness to work in a team situation.
- Demonstrate commitment and capacity to actively contribute to a broad range of College activities as a member of the College team.

3. Experience

- Experience in classroom teaching.
- Working successfully and collaboratively with other team members.
- Involvement in professional communities.

4. Knowledge

- Sound understanding of technology relevant to teaching and administrative practice in schools.

EMPLOYEE SPECIFICATION continued

- Sound understanding of curriculum and pedagogical practice for relevant subject areas.
- Sound knowledge of the development of young people.

5. Classification Level

Teachers are classified according to their qualifications and experience as outlined in the current Lutheran Schools WA Enterprise Agreement.

6. Performance Standards

Teachers will participate in the full process of the Lutheran Schools Performance and Development Cycle.

Participation in the process and completion of documentation will meet the current EBA requirements and will assist teaching staff to meet registration requirements.

The Head of School, Deputy Principal and/or Principal will work with teachers to assist them to meet required professional standards. Teachers will be encouraged and mentored to grow and improve in their profession for the benefit of the College and its students.

The basis of the Performance and Development Cycle utilises the AITSL Australian Professional Standards for Teachers and will be supported by the College's Professional Development Program.

LUTHERAN SCHOOLS EMPLOYMENT APPLICATION FORM

It is important that you read Attachment A before proceeding with this application.

☐ I have read and understood the information contained in Attachment A

1. PERSONAL PARTICULARS

Mr Mrs Dr Ms Miss Family Name: _____
(Please Circle)

Given Names: _____

Current Residential Address(in full) _____

Post Code

Postal Address (if different from residential address) _____

Post Code

Telephone Numbers

() _____ () _____ Mobile _____
Home Work

RIGHT TO WORK IN AUSTRALIA

I am:

☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Resident with right to work in Australia

A copy of one of the following must be attached:

- *an Australian passport*
- *an Australian citizenship certificate*
- *a certificate of evidence of Australian citizenship*
- *a valid visa with permission to work*
- *a full Australian birth certificate for a person born before 20 August 1986*
- *a full Australian birth certificate for a person born on or after 20 August 1986, showing that at least one parent was born in Australia.*

2. POSITION

Please provide details of the school and position you are applying for

School: LIVING WATERS LUTHERAN COLLEGE (WARNBRO CAMPUS)

Position: ☐ _____

3. TERTIARY LEVEL QUALIFICATIONS

(Please indicate which of the following you have completed):

Associate Diploma level study (Enclose copy of certificate)

☐ Yes

☐ No

Name of Course: _____

Is the course complete? ☐ Yes ☐ No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Trade Certificate level study (Enclose copy of certificate)

☐ Yes

☐ No

Name of Course: _____

Is the course complete? ☐ Yes ☐ No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Diploma level study (Enclose copy of certificate)

☐ Yes

☐ No

Name of Course: _____

Is the course complete? ☐ Yes ☐ No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Bachelor Degree level study (Enclose copy of certificate)

☐ Yes

☐ No

Name of Course: _____

Is the course complete? ☐ Yes ☐ No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Any tertiary level study not included above (Give details and provide certificates or results to date if not yet complete)	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. OTHER STUDY

- a) Have you completed any other course relevant to the position you are applying for? (If so, provide details):

- b) Do you have a current senior first aid certificate? ☐ Yes ☐ No

If yes, issued by _____ (please attach a copy)

Date of issue _____ / _____ / _____

Expiry date _____ / _____ / _____

5. TEACHER REGISTRATION

Teachers must be registered with Teacher Registration Board of WA before commencing employment.

Are you registered as a teacher in Australia or overseas? ☐ Yes ☐ No
(If so, please complete the following details):

Name of state in which you are registered (If you are registered in more than one state, provide details of all)	Teacher Registration number	Expiry Date

Length of time you have been registered as a teacher: _____ Years _____ Months

Has your teacher registration ever been suspended or cancelled in Australia or overseas?
☐ Yes ☐ No

If yes, please provide the details of when this occurred and for what reason:

6. EMPLOYMENT HISTORY

List your current employer first and all previous employers, including if self employed, over the last 10 years. Show period employed by giving month and year. If insufficient room, continue on a separate sheet of paper.

Employer _____ From _____ / _____ To _____ / _____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

Employer _____ From _____ / _____ To _____ / _____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

Employer _____ From _____ / _____ To _____ / _____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

Employer _____ From _____ / _____ To _____ / _____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

7. CRIMINAL AND OTHER OFFENCES

In relation to any of the following

- *An offence of a sexual nature;*
- *An offence where the victim was under 18;*
- *An offence involving drugs;*
- *An offence involving kidnapping, abduction or child-stealing; or*
- *An offence involving cruelty to children.*

Have you ever, in any State or Territory of Australia or any other place:

Had any proceedings instigated against you anywhere in relation to:

1. Criminal Courts?
☐ Yes ☐ No
2. Civil Courts, including Tribunals?
☐ Yes ☐ No
3. Been arrested, summonsed or charged to appear before any court, tribunal or authority in connection with ANY criminal, civil or other offence or incident?
☐ Yes ☐ No
4. Been interviewed, questioned or investigated in connection with ANY criminal, civil or other offence or incident by any police officer, department or authority?
☐ Yes ☐ No
5. Have you ever been the subject of discipline proceedings by an employer?
☐ Yes ☐ No
6. To the best of your knowledge have you ever been or are you now involved in ANY incident or inquiry (whether substantiated or unsubstantiated) through any police service, in which you have been, or might be, the subject under investigation?
☐ Yes ☐ No

*NB If you answered yes to any of the above questions attach full details, including date, place and outcome in an envelope marked "**Private and confidential**" This information will be kept confidential*

8. DECLARATION

Your application will not be considered unless you sign and date this declaration.

I declare that to the best of my knowledge the information supplied herein is correct and true.
I acknowledge that the provision of incorrect or false information or the failure to disclose all information relating to my application will adversely affect the assessment of my integrity and could result in the withdrawal of any offer or appointment. I acknowledge that inquiries will be made of me and information may be obtained from current and previous employers.

Signature of applicant _____

Date

ATTACHMENT A (Teachers)

This attachment has been included in the Lutheran employment application form to ensure that the expectations of those who work in Lutheran schools are made clear prior to the point of engagement.

These expectations are embodied in all of the Lutheran Schools' formal employment contracts. The document 'The Teacher in the Lutheran School' prescribes in part that besides being qualified and competent educators, teachers who work within the Lutheran system will be people committed to the Christian faith, willing to identify with, uphold and promote the Lutheran Ethos of the school and willing to exemplify and model behaviour which positively reflects their commitment to these principles. All other staff are required, as part of the employment in Lutheran Schools, to make the same commitment.

Staff in the service of the Lutheran Schools undertake to meet the theological training prescribed by the Board for Lutheran Education Australia of the Lutheran Church of Australia. The arrangements to enable staff to obtain this requirement will be the subject of consultation between the principal/head (or nominee) and the staff member. Currently, the position for teachers who do not teach Christian Studies as part of their teaching component is as follows:

For Teaching Staff Who Do Not Teach Christian Studies

As a teacher in a Lutheran school it will be necessary for you to attain the accreditation required by the Lutheran Church of Australia. Your position requires Accreditation as a teacher status and to gain that status entails participation in activities designed to acquaint you with the Lutheran school and the theology that underpins it. These activities are provided through the completion of the Pathways program over your first three years of employment in Lutheran schools.

The Pathways program comprises three phases:

- *Pathways: spiritual focus (eight one-hour sessions)*
- *Pathways: theological focus (seven 1.75 hour sessions)*
- *Pathways: vocational focus (one day workshop)*

Beyond that time there is an expectation that you will continue to participate in ongoing professional development of this nature provided by the school. Staff employed for a contracted period during which *Pathways: spiritual focus* is offered should undertake this component of the program.

For All Teachers of Christian Studies

As a teacher of Christian Studies in a Lutheran school it will be necessary for you to attain the accreditation required by the Lutheran Church of Australia. Your position requires Accreditation as a Christian Studies status and to gain that status entails:

- participation in activities designed to acquaint you with the Lutheran school and the theology that underpins it. These activities are provided through the completion of Pathways: spiritual focus (eight one-hour sessions) over your first year of employment in Lutheran schools, and,
- completion of the Equip program (ten one-day workshops) over your first three years of employment in Lutheran schools. Equip provides an orientation to Christian Studies in the Lutheran school. As an alternative to this orientation, teachers may elect to complete a Graduate Certificate in Religious Education or equivalent course from the Australian Lutheran College within five years of employment in a Lutheran school.

Beyond that time there is an expectation that you will continue to participate in ongoing professional development of this nature provided by the school.

The doctrinal statements and theological opinions can be viewed on the Lutheran Church of Australia national website: <http://www.lca.org.au/aboutlutherans/beliefs.html#docstats> or obtained from Lutheran Church offices in each State.