ORMISTON COLLEGE

POSITION DESCRIPTION

Job Title	Trainee Teacher Internship	**Position Type**	Part Time
Department	Junior School	**Direct Supervisor**	Head of School - Junior School
Location	Onsite		

Position Summary

The role of the Trainee Teacher is to participate in an embedded practice "internship-like" program at Ormiston College whilst enrolled in a Bachelor of Education or Master of Teaching at a university. Trainee Teachers participating in this program will be required to abide by the College's policies under the direction of the Headmaster or a delegate.

This position aims to immerse the Trainee Teacher into the day-to-day life of the College, providing the Trainee Teacher with a holistic understanding of areas such as College policies and procedures, behaviour management, classroom management, working with families, and assessment and reporting. At the conclusion of this program, the Trainee Teacher will be deeply enculturated within the College and be well-equipped to teach. Students need to be in their 3rd or 4th year of study to apply.

Mandatory Requirement

Applicants should be:

- enrolled in a Bachelor of Education or Master of Teaching.
- eligible to possess or possess a current Positive Notice Blue Card for Child Related Employment from the Department of Justice and Attorney General.

Responsibilities

- Be mentored and guided by the teachers at Ormiston College to develop an understanding of pastoral care for students, curriculum knowledge, classroom and behaviour management skills and strong pedagogical practices.
- Under the direction of the supervising teacher, assist in the classroom and with the general care and supervision of students.
- Be exposed to a wide range of areas, year levels and classes at the College, including sport, drama and music.
- Effectively communicate with the relevant Head of School and classroom teacher throughout the program.
- Actively support the co-curricular program of the College.
- Demonstrate a professional approach to teaching and learning.
- Demonstrate a commitment to professional behaviour as a member of the College.
- Participate in the day-to-day life and activities of the College.

From time-to-time other duties may be deemed necessary as determined by the relevant Head of School and classroom teacher.

Core competencies

Integrity:	• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.
	• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.
	• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.
	• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.
	• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.
	• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

Reporting Relationships

The occupant of this position reports to the Head of Junior School and the Headmaster (or their delegates).

Position Requirements

- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and very high levels of professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Be able to work as part of a team.
- Assist and relieve in other positions from time to time.
- Practice and demonstrate good presentation as per the College Staff Dress Policy.

- Accept that the College reserves the right to modify the position to meet its operating needs.
- Undertake other reasonable and relevant duties within skills, knowledge, and capabilities and as directed by the Headmaster or delegate.

This is a part-time, term-time contract position working 2 days per week commencing in 2026.

The salary for this position will be in accordance with the Salary Scale for Teacher Aides at Ormiston College.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request should your application progress to interview.

Selection Criteria

Your application for this position should specifically address each of the selection criteria listed below. Shortlisting and selection will be based upon responses to these selection criteria.

SC1 Knowledge, skills and ability to assist teachers with students requiring additional support, some of whom may have special needs, including additional literacy and numeracy activities.

SC2 Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.

SC3 Evidence of willingness to undertake specific training as necessary, to enhance student support.

SC4 A commitment to the aims, objectives, and ethos of Ormiston College.

How to apply

- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to humanresources@ormistoncollege.com.au. Please attach your resume and cover letter.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

A full Job Description can be viewed on our website – Independent School Teaching Job Opportunities - Ormiston College.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request should your application progress to interview.

Further information about Ormiston College can be accessed at www.ormistoncollege.com.au.