



## The School

St Luke's Anglican School is a co-educational day school located in Bundaberg, Queensland. Founded in 1994, the School educates over 860 students from Kindergarten to Year 12 and has a strong reputation for academic excellence, fostering spirituality and the development of each student's full potential.

The School employs 125 full-time, part-time and casual staff, covering all School functions including academic, co-curricular, administration and support services. Professional development and wellbeing of the staff are both important to the culture of the School.

## Position Vacant

**Teachers – Primary/Middle and Senior School**  
**Casual on call Position**

## Position Summary

St Luke's Anglican School seeks qualified Teachers to join the School on a casual basis in delivering exceptional service to students, staff and parents.

## Applicants should address the following criteria in their application

- SC1 Demonstrated successful teaching experience in either Primary, Middle or Senior School with a proven history of contemporary and innovative teaching practices.
- SC2 Demonstrated willingness to embed ICT into teaching and learning.

## Competencies and Characteristics

### Essential

- A demonstrated high achiever, who is a motivated and career orientated “self-starter” who can work effectively and exceed expectations with minimal supervision.
- Exhibits a positive outlook with exceptional interpersonal, written and verbal communication skills.
- Possesses high emotional intelligence, with a demonstrated ability to build authentic, collaborative and productive relationships with internal and external stakeholders including teachers, support staff, parents and students.
- Is a creative and critical thinker, who is curious, questioning and open to new possibilities.
- The desire and ability to communicate an infectious passion for St Luke's Anglican School, in and outside the School.
- Accountable for their work and their actions, and possesses a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.
- Strong and effective organisational and time management skills.
- Ability to meet deadlines and coordinate multiple tasks.
- Ability to work effectively and efficiently under pressure.



- Possesses an ability and willingness to work collaboratively with other staff on a range of issues.
- Is a curious, excited and invigorated learner, who makes their own learning visible in a continuous and autonomous manner.
- An ability to actively support the School's ethos, vision and values.
- Demonstrates a high level of confidentiality, loyalty and discretion to deal with confidential information in a diplomatic manner.
- Present personally in a professional, confident, affable and diplomatic manner with a high level of grooming and deportment.

## Desirable

Ability to navigate and use Google educational platforms

## Education / Professional Qualifications

- Registration with the Queensland College of Teachers
- Current First Aid Certificate is desirable

## Role Statement

The role statement for Teacher Primary/Middle and Senior School are available at [www.stlukes.qld.edu.au](http://www.stlukes.qld.edu.au).

## Applying for the Position

Pre-employment checks form part of the appointment process and cover such matters as Student Protection, Workplace Health and Safety, School Procedures and Policies etc. Further information about these policies and procedures is available on the School's website. The St Luke's Anglican School Staff Recruitment and Selection Policy and the Staff Code of Conduct apply to this position.

Applicants should apply by submitting an application, which clearly provides details on each of the following:

- Provide a covering letter outlining your reason/s to apply for this position
- The selection criteria (where required) must be addressed to be considered for the role. Please provide an account of your experiences and achievements for each selection criteria (a maximum of 3-4 pages)
- A copy of your resume including your educational qualifications relevant to the duties and selection criteria, relevant work and education history, as well as the name and contact details of three professional referees (a maximum of 3-4 pages).

Preferably, please submit your application via email to: [employment@stlukes.qld.edu.au](mailto:employment@stlukes.qld.edu.au)

Alternatively, you may post your application to:

The Principal  
St Luke's Anglican School  
4 Mezger Street  
Bundaberg Qld 4670

**Applications close at 10.00am on Monday 21 June 2021**



## Benefits and Culture

St Luke's Anglican School offers the opportunity to work with exceptional educators and staff, dedicated and passionate about enabling and empowering students to be the best they can be.

You will experience an innovative and creative teaching and learning culture, supported by your colleagues and the Executive Leadership Team and a commitment to your professional development.

Our staff enjoy a highly competitive remuneration package, discounts on school fees for children, park like grounds, modern facilities, free before and after school care during term time and a gymnasium.

## Child Protection Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Given our commitment to child protection, all teachers employed by St Luke's must be registered with the Queensland College of Teachers prior to appointment. This registration must be fully maintained. Queensland teachers are exempt from requiring a Working with Children Check (Blue Card), however as part of the recruitment process teachers will be subject to checks through the Anglican Schools Commission.

All non-teaching staff invariably interact with children on a regular basis. Many have direct supervisory and support duties which are identified in their position descriptions. All non-teaching staff (ie. administrative, support, facilities and ancillary) must undergo a Working with Children Check and maintain a positive notice and Blue Card. Applications must be completed prior to commencement and a positive notification is a firm condition of continuing employment. As part of the recruitment process, these staff will also be subject to checks through the Anglican Schools Commission.

# ROLE STATEMENT



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## Teacher – Primary School

### Position Summary

The role of a Primary School Teacher is to deliver exceptional service to students, staff and parents.

### Key Responsibilities

- Take responsibility for the needs, safety and appropriate standards of behaviour and presentation of all students.
- Meet all Australian Professional Standards for Teachers as set down by the Australian Institute for Teaching and School Leadership.
- Maintain an effective teaching and learning environment through appropriate and relevant teaching strategies and practices.
- Keep open lines of communication between fellow staff, students and parents.
- Be cognisant of the responsibilities of a role model, and act accordingly.
- Strive for best teaching practice.
- Support other staff through co-operation and equitable division of the workload.
- Plan all lessons thoroughly and systematically monitor student performance.
- Promote the co-curricular life of the school in an active manner.
- Promote the culture of student well-being.
- Furnish evidence of planning and evaluation to the Head of Primary School at the commencement of each school term.
- Maintain all classroom administration with regards to class set up and student accountability.
- Ensure all routines and procedures are carried out correctly.
- Develop and maintain a classroom environment that encourages student learning.
- Take an active involvement in school-based curriculum development.
- Commit to reflective practice and professional renewal.
- Embrace the Art and Science of Teaching pedagogy.
- Foster parent participation in classroom and school activities.
- Maintain a high standard of professional dress.

### Workplace Health and Safety

- Take full responsibility for compliance with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person.

### General Terms of Appointment

- Be supportive of the Anglican ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.

# ROLE STATEMENT



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- Take full responsibility for compliance with all school policies and procedures.
- Attend meetings as required by the Principal or appointed delegate.
- Comply with all requirements of Student Protection in Anglican Schools Policy and Procedures.

## Immediate Supervisor

Head of Primary  
Deputy Head of Primary

## Key Relationships

Effective working relationships with the Principal and the Executive Team.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position as his discretion in order to most effectively serve the needs of the School.

**Approved By**

Principal

**Date of Approval**

May 2018





## Teacher of Middle and Senior School

### Position Summary

The role of a Middle and Senior School Teacher is to deliver exceptional service to students, staff and parents.

### Academic

- Strive for best teaching practice
- Meet all Australian Professional Standards for Teachers as set down by the Australian Institute for Teaching and School Leadership
- Meet planning and assessment guidelines as required by the Head of Faculty
- Develop and maintain a classroom environment that deepens student learning
- Be cognisant of the responsibilities of a role model, and act accordingly
- Develop effective communication between fellow staff, students and parents
- Develop positive relationships with fellow staff, students and parents
- Ensure all routines and procedures are carried out correctly
- Take every opportunity to acknowledge student achievements
- Maintain a high standard of professional dress
- Work effectively as a team member, maintaining effective communication with members of staff and parents as appropriate
- Commit to reflective practice and professional renewal
- Embrace the Art and Science of Teaching pedagogy
- Maintains and models up to date knowledge of curriculum, theories of learning and assessment of programs
- Manages resources safely and effectively
- Values, supports and celebrates individual differences and potential of each student

### Pastoral

- Take responsibility for the needs, safety and standards of behaviour of all students
- Promote and be a part of the co-curricular life of the school in an active manner
- Plan and teach the school's pastoral care and personal development programs in consultation with the Head of School and House Co-ordinators
- Implement the Responsible Thinking classroom and Behaviour Management framework
- Model pastoral care best practice and promote student well-being
- Approach Pastoral Care as an integral and important part of each student's education
- Provide care, support and encouragement to each student in the Pastoral Care class
- Manage the day-to-day operation of the Pastoral Care class regarding attendance, uniform standards, diaries, notices, newsletters etc
- Act as the first point of contact with other staff, parents etc who may have concerns regarding a member of the Pastoral Care class
- Write Pastoral Care reports each semester
- Attend House meetings of Year level meetings as directed by the House Co-ordinators or Heads of School
- Attend all Worship services and assemblies

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## Workplace Health and Safety

- Take full responsibility for compliance with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011 and the regulations that are imposed in the interests of health, safety and welfare on the Diocese or any other person

## General Terms of Appointment

- Be supportive of the Anglican Ethos of the school
- Support the Strategic Plan and the School Improvement Plan
- Take full responsibility for compliance with the Staff Code of Conduct
- Take full responsibility for compliance with all school policies and procedures
- Hold current Blue Card for Child Related Employment
- Attend meetings as required by the Principal and his delegate
- Comply with all requirements of Anglican Church Southern Queensland Policy and Procedures manual – Safeguarding our Students.

## Immediate Supervisor

Head of Middle/Senior School

## Key Relationships

Effective working relationships with the Principal, the Executive Team and the Head of Middle/Senior School.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position as his discretion in order to most effectively serve the needs of the School.

Approved By  
Principal

Date of Approval  
May 2018