



St Mark's

ANGLICAN COMMUNITY SCHOOL

St Marks Drive Hillarys WA 6025

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T: (08) 9403 1300

www.stmarks.wa.edu.au

A School of the Anglican Schools Commission Inc.

English Teacher

Commencing January 2022 (Full time, ongoing)

St Mark's requires a suitably qualified and experienced English teacher. The ability to teach the ATAR Literature course would be advantageous. This is a full-time, ongoing role commencing January 2021. The successful applicant will report to the Head of English.

Applications for this position close at 4pm on Tuesday 12 October 2021

Professional duties include scheduled class time, supervision of students including yard duty and pastoral care periods, scheduled meetings and assemblies, reporting student progress to parents, excursions, and co-curricular activities including school camps taken by the teacher outside normal class time.

GENERAL DUTY STATEMENT: SECONDARY SUBJECT TEACHERS/PASTORAL CARE TUTORS

St Mark's is a K-12 Anglican school of the Anglican Schools Commission that provides a high quality, inclusive, caring Christian education. The School is a centre of excellence in teaching and learning, pastoral care, worship, and service. St Mark's aims to foster growth in character and to develop a set of values and skills, by teaching and example in a Christian setting, through all aspects of School life.

St Mark's is a values-driven organisation and staff act according to the stated values of Respect, Knowledge, Confidence, Responsibility, and Community. The School motto is *Seek Truth and Wisdom*.

ATTRIBUTES OF TEACHING STAFF

- Display educational and personal philosophies that align with the mission, values, ethos, and philosophy of the Anglican Schools Commission, and of the School, and positively support the Anglican ethos of the School.
- Comply with the St Mark's Staff Code of Conduct and actively contribute to creating and maintaining a child safe environment.
- Professional integrity, intellectual strength, and a passion for education.
- Be conversant with key educational issues and show a commitment to ongoing professional development.
- Show empathy with, and understanding of, young people, and a commitment to pastoral care, coupled with a knowledge of social issues which affect young people.
- Display a capacity to motivate students and develop their talents.
- Have the ability to communicate effectively with a broad range of people and to be a 'team player'.
- Model the highest standards of professional practice and interaction with students, staff, and other community members.
- Display reliability, confidentiality, discretion, wisdom, and sound judgement.
- Adopt an inclusive and open management style, being approachable, a good listener and effective communicator.
- Be a person of initiative and drive, whose words and actions inspire others.
- Model enthusiasm, warmth, and energy, and a sense of humour.

SUBJECT/COURSE TEACHERS IN SECONDARY SCHOOL

Under the supervision of the relevant Head of Department, are responsible for the preparation and delivery of appropriate and engaging learning experiences for their students, assessment and reporting of student progress according to School and Departmental requirements, the proper management of classes and the safety of students in their care.

These are achieved by:

- Having appropriate subject/content knowledge and understanding.
- Being suitably qualified and registered with the TRBWA as a secondary teacher.
- Communicating with the Head of Department and other teachers in the department (and wider Secondary School).
- Ensuring that all teaching programs and assessment plans are prepared and approved prior to the commencement of a teaching term.
- Ensuring that regular, meaningful, and engaging assessment tasks are prepared and administered.
- Ensuring that students' work is marked and returned promptly, and appropriate feedback is given to students and parents.
- Maintaining a suitable and safe learning environment for students.
- Setting clear expectations for student behaviour, enforcing appropriate consequences as required, and communicating with Heads of Department, Heads of Year, Deputy Heads or Heads of School, as necessary.

All teaching staff are required to attend regular staff and departmental meetings according to the calendar.

All teaching staff are required to follow School policies and practices as described in the Staff Handbook.

SECONDARY PASTORAL CARE GROUP (PCG) TUTORS

Under the supervision of the Head of Year, Tutors are the key personnel in an effective pastoral care system. PCG Tutors are charged with the very important responsibility of supervising the total welfare of their PCG students.

PCG Tutors (Years 7-12) are in the same House as students in their PCG and they stay with them from Year 7 to Year 12. PCGs meet every day.

DUTIES AND RESPONSIBILITIES

Fosters the Anglican Ethos of the School - achieved by:

- Modelling Christian beliefs and values.
- Attending and participating in Chapel services and Eucharists, as required.

Putting Student First - achieved by:

- Building strong positive relationships with all members of the Pastoral Care Group.
- Being a personal point of contact for every student; to promote an appropriate teacher-student relationship to hear and understand the experiences and views of each student.
- Working with students to help resolve personal issues and helping them build resilience.
- Referring individual students to the Head of Department, Head of Year, Deputy Head of School or Head of School if further professional support is needed.
- Making provision for appropriate schoolwork to be provided in cases of illness.
- Maintaining close supervision of students' academic program to ensure that, as far as is possible, students are taking the subjects/courses which best suit their capabilities and future career aspirations.
- Drafting references for those students who leave the School.
- Preparing and proofreading pastoral reports and liaising with other staff members regarding corrections.
- Monitoring use of the Student Diary.

Fostering a Sense of Community and Connectedness - achieved by:

- Supporting the House traditions at St Mark's and being a full and active participant in House events and activities.
- Seeking opportunities to promote, acknowledge and affirm students' talents and achievements.
- Keeping parents informed by telephone, email or letter of student concerns and achievements.
- Being the contact person if parents wish to discuss any concerns regarding their child.
- Being actively involved in School cocurricular and extra-curricular programs.
- Ensuring that students and parents are notified of School activities through the Newsletter and other parent notices.
- Coordinating the PCG's fundraising activities.
- Overseeing tidiness and cleanliness of the PCG room.
- Overseeing tidiness of the PCG's locker area and rostering students to keep the area clean.
- Accompanying PCG students to Assemblies and Chapel and supervising their behaviour.
- Participating in House/year group student social activities.
- Monitoring a high standard of student uniform and appearance.

Participating as a Team Member - achieved by:

- Keeping the Head of Year, Head of Department, Deputy Head of School and Head of School informed of interviews and meetings with parents about issues and concerns raised regarding a particular student.
- Attending House/Year meetings.
- Demonstrating superior communication skills; especially when issues require student referral.
- Liaising with the relevant Head of Year, Head of Department, Deputy Head of School and Head of School on academic and pastoral issues.

Liaising with Staff Regarding Academic and Pastoral Issues - achieved by:

- Liaising with Head of Year and/or Head of School / Deputy Head of School regarding social/emotional issues.
- Liaising with Head of Year and/or Head of School / Deputy Head of School regarding academic and discipline concerns.
- Liaising with subject/course teachers and/or Head of Year and/or Head of School / Deputy Head of School regarding academic and classroom issues.

Being Professionally Proactive - achieved by:

- Checking the roll and keeping it up to date (including absentee information and following up on notes).
- Monitoring and keeping records of the academic and social progress of the students in the Pastoral Care Group.
- Attending relevant professional development opportunities.

Duty statements are dynamic documents, and the Principal reserves the right to vary the required duties at any time.

SELECTION PROCESS

Applicants are required to:

- Submit a CV with a covering letter.
- Complete the attached application form
- Provide proof of current TRBWA registration as well as a current Working With Children card.
- A 100-point identity check will be required if a position is offered.

Applications for this position close at 4pm on Tuesday 12 October 2021. Please complete the attached application form, and send with covering letter and CV to principal@stmarks.wa.edu.au. Where possible, please supply documents as PDF files. If you have any questions, please call (08) 9403 1302 for a confidential discussion.

About St Mark's Anglican Community School

St Mark's promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.

St Mark's employs more than 200 full and part-time teachers, supported by Education Assistants, music tutors and administrative, grounds and maintenance staff. Teaching staff salaries are paid under the [Anglican Schools Commission Incorporated Western Australian Agreement 2019](#), as approved by the FairWork Commission, in accordance with training and experience. Non-teaching staff are employed under appropriate Award conditions to which over Award payments are applied.

Applicants should also be able to demonstrate support for the School's Anglican ethos as well as the extra-curricular life of the School.

St Mark's Anglican Community School is a Child-safe School

St Mark's is committed to being a [child-safe organisation](#) through the prevention, identification and reporting of child abuse and neglect. All candidates for roles at St Mark's are subject to screening and assessment against child safety standards as part of the recruitment process, and will be required to participate in annual training in this regard.

Privacy Statement

In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

St Mark's Anglican Community School

Application for English Teacher

Title Surname First Name Middle Name

Postal address

Post Code

Residential address (if different from postal address)

Email address

Preferred phone number

Teacher Registration Board (WA) Number

Working With Children Check Number

Expiry date

Expiry date

Visa details (if relevant)

Tertiary Qualifications

Current studies or professional memberships

What appeals to you about this position? _____

*How did you hear about this position? Seek Facebook LinkedIn Newspaper Other
If other, please specify: _____*

Current Employment History

Name of **current** employer

Employed from (*date*)

Position(s) held

Primary role(s) in your *current* employment

Previous Employment History

Name of **previous** employer #1 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #2 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Name of **previous** employer #3 (*if relevant*)

Employed from

Employed to

Position(s) held

Primary role(s) of the position(s)

Reason for leaving

Please provide details of three professional referees

Name _____

School / organisation _____

Position _____

Contact number(s) _____

Name _____

School / organisation _____

Position _____

Contact number(s) _____

Name _____

School / organisation _____

Position _____

Contact number(s) _____

Other **relevant** information

I acknowledge that all details on this form are true and correct, and acknowledge that failure to provide accurate information may result in withdrawal of my application or termination of employment if the application is successful.

Signature

Date

Privacy Statement:

In applying to provide your services, you will be providing St Mark's with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

Application Checklist

- ✓ Application for Teaching Position (this form)
- ✓ Covering letter
- ✓ Curriculum Vitae
- ✓ Copy of Teacher Registration
- ✓ Copy of Working With Children Check
- ✓ Your completed application should be emailed to principal@stmarks.wa.edu.au