



# TEMPORARY RELIEF TEACHER (TRT)

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

“Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels”.

## Our Kildare Ministries Core Values:

**Wonder** | Celebrating all that is good with joy and gratitude

**Courage** | Speaking and acting with integrity

**Hospitality** | Welcoming all

**Hope** | Bringing a sense of purpose

**Compassion** | Walking with and having empathy for all

**Justice** | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.



A KILDARE EDUCATION  
MINISTRIES CATHOLIC  
COLLEGE IN THE  
BRIGIDINE TRADITION.

# APPLICATION PROCESS

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## Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page)
2. A curriculum vitae that includes the name and contact details of 3 current referees
3. A completed CESA Declaration Form
4. A copy of your Teacher Registration Certificate

All enquiries should be directed to the Principal's Assistant, on 08 83699999 or [secretary@kildare.catholic.edu.au](mailto:secretary@kildare.catholic.edu.au)

Applications must be submitted in PDF format and be addressed to the Principal via the email: [vacancies@kildare.catholic.edu.au](mailto:vacancies@kildare.catholic.edu.au)

The successful applicant is required to gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed which is to be renewed every five years before expiry. A current DHS child related employment screening will be recognised as a WWCC until it expires.

The incumbent will be required to undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) training prior to commencement and maintain their online training course every three years.

For all other special conditions, please refer to the Position Information Document.



# POSITION INFORMATION DOCUMENT

## INTRODUCTION

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Kildare College is a Kildare Ministries Catholic Girls College in the Brigidine tradition, educating girls from Year 7 to Year 12. Founded by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 697 students.

## KEY RESPONSIBILITIES

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A teacher plays a vital role in ensuring that Kildare College provides and delivers an engaging and dynamic curriculum, which allows all students opportunities for success. The teaching position requires demonstration of the following:

- Have a commitment to uphold and contribute to the ethos and policies of Kildare Education Ministries.
- Have specific qualification and/or expertise in specified curriculum areas.
- Have highly developed skills and knowledge in inclusive contemporary learning that engage and meet the specific needs of all learners, including the integration of digital technologies.
- An ability to work collaboratively and develop positive relationships with other staff, students, families, and participate in all aspects of school life.
- Demonstrate sound practices in Restorative Practices, Positive Education, student wellbeing and personal responsibility.
- Ensure that confidential information is handled appropriately.
- Undertake other non-instructional responsibilities which are part of the teacher's role. These include but are not limited to; support and adhere to Kildare Education Ministries, CESA and SACCS policies and relevant government legislation; carry out routine tasks including record keeping, surveys, distribution of materials; meet yard duty requirements; exercise a duty of care; and improve skills, knowledge and performance through professional development and performance appraisals.
- Perform other duties as required from time to time by the Principal.

## PROFESSIONAL RESPONSIBILITIES

At all times, adhere to the:

- Policy on Ethical Standards for Staff and Associates of Kildare Education Ministries
- Kildare Ministries Child Safe Policy
- Kildare Ministries Privacy Policy
- Kildare College Child Protection Program
- Protective Practices for staff in their interactions with children and young people
- CESA Code of Conduct
- National Catholic Safeguarding Standards (2019)
- Charter for Teachers in SA Catholic Schools (2016)



In addition, staff employed at Kildare College are to:

- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Act in partnership with families, peers and all College staff in the building of College community.
- Respect confidentiality of College information, including student records and discussions pertaining to such matters.
- Complete all administrative tasks as required or directed and any supervisory responsibilities.
- Always ensure appropriate professional dress and personal presentation as per the Kildare College Staff Dress Code Policy and guidelines.
- Demonstrate skills in fostering student attention, interest and motivation.

### *OTHER DUTIES*

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the WHS & Risk Coordinator or committee.
- Any other duties as directed by the Principal.

### **PERSON SPECIFICATIONS**

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The successful applicant will:

- Demonstrate a commitment to uphold, support and contribute to the policies, values, vision and mission of Kildare College.
- Seek to deepen their understanding of the Kildare Ministries core values and approaches to education.
- Have the required skills and experience as a successful educator.
- Be a person with integrity and role-model best practice as a teacher and/or leader.
- Be forward thinking, positive and progressive in approach as an innovative, reflective educational teacher and/or leader.
- Have the ability to work collaboratively and effectively with colleagues, demonstrating the capacity to engage, enable and inspire others.
- Possess highly developed organisational and planning skills.
- Have highly developed communication skills and the ability to relate to, and respond effectively to, the needs of staff, students and families.
- Demonstrate resilience, responsible risk-taking and tenacity.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.



## WORK HEALTH & SAFETY

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The following responsibilities are applicable to all workers under Catholic Church Endowment Society Inc. (CCES) self - insurance.

### RESPONSIBILITIES

- Take reasonable care of yourself and others in the workplace.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act.
- Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- Do not bypass or misuse systems or equipment provided for any purpose.
- Report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor / manager of actual or potential WHS risks in your work area.
- Notify your supervisor / manager of incidents, injury, and pain or discomfort following a work related injury / activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

### LEVEL OF AUTHORITY

All workers are authorised to:

- Stop any activity where there is imminent risk of harm to self or others and to the environment.
- Instruct others to stop a task considered to present a risk to health, safety and the environment.
- Raise and / or discuss health, safety, environment and quality matters with supervisors / managers or safety representatives where relevant.
- Notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control.
- Escalate health, safety, environment and quality matters to an appropriate level.

### SPECIFIC REQUIREMENTS

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In addition, all employees will ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Teacher's Registration (South Australia)
- Screening clearance and DHS Working with Children Check (WWCC) to work in Catholic Education SA
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 - Provide First Aid in an education and care setting
- Kildare Education Ministries Child Protection Program
- Be familiar with and understand Kildare College's WHS policies
- Use correctly any equipment provided for health or safety purposes



## CONDITIONS OF EMPLOYMENT

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- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2017 (as amended or replaced).
- I have read and understand the requirement of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Principal)

Date \_\_\_\_\_

