Application Process for Teaching Applicants

Applicants wishing to apply for a teaching position at Emerald Christian College in Prep to Year 12 are required to complete the forms in full as outlined below and submit them with supporting documentation to:

The Principal
Emerald Christian College
PO Box 1993
EMERALD QLD 4720

Forms to be completed are:
- Personal Profile for Teaching Applicants

Forms to be read include:
- Emerald Christian College Foundation Statements
- Emerald Christian College Staff Code of Conduct
- General Classroom Teacher P-12 Position Description

Supporting Documents must include:
- Certified copies of degrees, diplomas and certificates
- Certified copy of Queensland College of Teachers
- Birth certificate or other required identification
- Response to Selection Criteria
- Current Curriculum Vitae

Supporting documentation may also include:
- Place and date of birth
- Nationality
- Marital status and family details
- A recent photograph

“Our organisation upholds child and youth friendly work practices”
Emerald Christian College

Selection Criteria - Classroom Teacher

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

1. Explain your ability to demonstrate sound understanding and application of the current curriculum framework, to plan and prepare effective teaching learning programs to meet the diverse needs of your students. Please give examples.

2. Explain your ability to demonstrate the transfer of planning to produce a challenging learning environment which includes the use of information technology and assessment techniques in which students are encouraged to attain to their full potential. Please give examples.

3. Explain your ability to demonstrate that you possess interpersonal skills appropriate to establishing and maintaining effective working relationships with students, staff and parents as well as with the wider community. Please give examples.

4. Explain your ability to demonstrate planning and application of appropriate behaviour management strategies to ensure a supportive learning environment. Please give examples.

5. Comment on your commitment to complying with the Staff Code of Conduct, Curriculum Framework, Values Framework, Staff Dress Policy and Foundation Statements.

Wages
By negotiation according to experience and qualifications.
Emerald Christian College
Office use only: Date received: ____________

Personal Profile for Teaching Applicants

Position Applied For: ____________________________________________

PERSONAL DETAILS

Name: _________________________________________________________

Address: _____________________________________________________

Email: _________________________________________________________

Telephone: Home _________________________ Mobile _________________________

PROFESSIONAL BACKGROUND

Please list below all degrees, diplomas and certificates you have achieved, the year awarded and the institution they were awarded from (attach certified copies of each).

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<th>Qualification</th>
<th>Year</th>
<th>Institution</th>
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List below all schools in which you have taught.

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<tr>
<th>Dates</th>
<th>School</th>
<th>Position/Year Level/Subject</th>
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List any professional associations to which you belong:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provide details about any current studies you are pursuing:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List below Year levels you are qualified to teach in Primary and/or subjects and Year levels you are qualified to teach in Secondary:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List any positions of responsibility you have held, detailing the length of time and place:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List any areas of curriculum or curriculum development in which you have a special interest, experience or training:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provide details of co-curricular activities in which you have been involved:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Indicate which co-curricular activities you would be prepared to assist in:

________________________________________________________________________
________________________________________________________________________
Briefly outline your philosophy of teaching in a Christian school:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please state your motivations in applying for this position:
____________________________________________________________________________
____________________________________________________________________________
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Detail any further comments you wish to make in support of this application:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

**CHURCH AFFILIATION**

Please give your views on what it means to be a Christian:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Which church do you attend? __________________________________________

How frequently do you attend church? _______________________________________

Give details of any church activities in which you have been involved:
____________________________________________________________________________

_In signing this form I desire to declare my personal faith in Jesus Christ as my Lord & Saviour._

Name: _________________________________________________________________

Signature: __________________________________________ Date: ______________

____________________________________________________________________________
REFEREES

Please provide names, addresses and telephone numbers of three (3) people (one should be your pastor/minister) who would be able to attest to your character and your ability as a teacher.

Name: _____________________________________________ _____________________________
Occupation:_______________________________________________________________________
Address: __________________________________________________________________________
Telephone: Work (    ) ____________________ Home (    ) ________________________

Name: _____________________________________________ _____________________________
Occupation:_______________________________________________________________________
Address: __________________________________________________________________________
Telephone: Work (    ) ____________________ Home (    ) ________________________

Name: _____________________________________________ _____________________________
Occupation:_______________________________________________________________________
Address: __________________________________________________________________________
Telephone: Work (    ) ____________________ Home (    ) ________________________

My Queensland College of Teachers No. is _______________ expiring ____________.

Please note that if your application is successful, you may be asked to provide one or more of the following documents as proof of entitlement to work in Australia.

- Australian Birth Certificate
- Passport
- Evidence of permanent residence status
- Australian Citizenship Certificate

To assist in establishing an accurate level of salary, please complete the following:
Number of years full time teaching: ____________
Number of years part time teaching: ____________

I hereby confirm that the information supplied above is true, complete and correct. I have attached copies of all necessary documents to support my stated qualifications and experience. I hereby give my permission for you to make such investigations as you deem necessary regarding the above information. I realize that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.

Signature: ____________________________________________ Date: ________________
Emerald Christian College

Position Description

Classroom Teacher Prep - 12

A teacher, as a member of the College staff, is instrumental in fostering the Christian identity of the College. The teacher must play a vital role in modelling and promoting Christian values and ideals in addition to carrying out specific tasks that assist in the efficient operation of our college.

Outline of Teacher Duties

• Primary - Teach the full range of learning areas – English (reading, writing, speaking and listening), Mathematics, Science, Technology, Studies of Society and the Environment, The Arts (drama, music, visual arts, media and dance), LOTE (if necessary), Health and Physical Education and Bible and Christian Living and/or Prep.
• Secondary – Teach the assigned subject areas
• Teaching assigned classes together with associated preparation and correction.
• Undertake direct teaching of groups of students and individual students as determined by the College principal.
• Developing the school curriculum in consultation with other professional personnel.
• Develop children’s interests, abilities and co-ordination using creative activities such as art, music and sport. Outdoor Education, Excursion Trips.
• Use computers to assist in lesson preparation, teaching and reporting.
• Develop and maintain good working habits and discipline in classrooms.
• Carry out administrative duties as required.
• Supervise students during classes and at other times in the school day, including in the playground during breaks.
• Attend staff meetings and other training and development sessions.
• Undertake appropriate and agreed continuing professional development.
• Participate in issues related to College planning, raising achievement and individual review.
• Contributing towards good order and the wider needs of the College.
• Adhering to the College Behaviour Management Policy and Code of Conduct.
• Take part in joint decision-making about educational issues.
• Assess, record and report on the work of students.
• Prepare students for examinations and assist with their administration.
• Provide advice and guidance to students on issues related to their education.
• Discuss students’ progress and concerns with principal, parents and administrators.
• Assist and organise sporting activities, school concerts and excursions.
• Prepare for and attend parent/teacher interviews and other functions.
• Promote and safeguard the health, welfare and safety of students.
• Work in partnership with parents, support staff and other professionals.

Education Qualifications

• A recognized teacher qualification
• Registration with the Queensland College of Teachers

Personal Attributes – candidates should:

Essential
• Enjoy working with children
• Display creativity and organisational skills
• Demonstrate a flexible approach to teaching methods
• Have a high level of commitment to teaching and to students
• Be patient in dealing with students of differing abilities
• Be an effective communicator with students and colleagues

Desirable
• Be able to articulate clear educational values
• Demonstrate an enthusiasm for taking on board new subject developments
• Demonstrate an interest in the wider life of the College

As outlined in the Staff Handbook, following are the performance indicators and planning requirements of Emerald Christian College.

Performance Indicators
These are given to staff to make it clear what the expectations are of the College.
• All planning requirements fulfilled
• Daily Programs completed and followed
• Homework set weekly
• Homework corrected weekly
• On time for Playground duty and afternoon duty
• Corrections kept up to date
• Room decorated with current examples of children’s work
• Classroom reward incentive system used regularly
• Report cards supplied to Principal on appointed day
• Recording up to date
  o Weekly Behaviour Management Sheets
  o Incident sheets
  o Withdrawal of Privileges
  o Detention
  o Accident Reports
  o Parental Concerns
• Adherence to Workplace Health and Safety Policy and Procedures
• Adherence to all College Policies and Procedures
• Newsletter Articles completed prior to Thursday 9am
• Maintenance of Portfolios
• Complete all necessary standardized testing

Planning Requirements
To be included in each teacher’s planning folder:
• Vision Statement (College)
• Vision Statement (Personal)
• Timetable
• Class Lists
• Groups for Reading / other activities / seating arrangements
• Yearly Overview (by subject)
• Term Overview
• Curriculum Statement and Aims for each subject
• Scope and Sequence: Specific Outcomes
• Teaching Strategies, Resources
• Evaluation (both student evaluation and program evaluation)

N.B. Programmes are due by Week 2 of each term and handed to the Principal.