Radford College is an Anglican co-educational school of 1616 students from Pre-Kindergarten to Year 12, located in the suburb of Bruce ACT. The College is seeking experienced and qualified English and/or History teachers who would be interested in casual teaching positions.

A. OUTLINE

These positions would require experienced, enthusiastic and talented English and/or History teachers to teach classes across Years 7 to 12.

Further details about these positions can be obtained by contacting Ms Louise Wallace-Richards, Director of Teaching and Learning, email louise.wallacerichards@radford.act.edu.au or 6162 6285 or email staffing@radford.act.edu.au.

All staff must be supportive of the Christian ethos of the College.

B. DUTY STATEMENT FOR TEACHING STAFF

1. Teachers are responsible to the Director of Teaching and Learning, and the Head of Department (HOD) for:
   - teaching a program of study, as approved by the HOD and as accredited by the ACT Schools Authority
   - providing a stimulating learning environment, effective teaching and appropriate assessment
   - good classroom control which allows each child to learn unimpeded by others
   - high standards of achievement commensurate with student ability
   - accurate, defensible reporting of each student's progress, within College policy
   - proper care and use of College resources and facilities
   - attending and participating in regular departmental meetings
   - preparing a personal professional review and development plan, endorsed by the HOD
   - referring problems about students requiring follow-up to the appropriate pastoral care tutor and/or Head of Year.

2. Teachers are responsible to the Deputy Principal – Head of Secondary School and Heads of Year for implementing College policies relating to:
   - discipline
   - uniform, hair, jewellery etc
   - courtesy code
   - homework and diaries
   - student attendance and punctuality
   - tidiness and attractiveness of classrooms.

3. Teaching staff are expected to participate in a range of duties beyond classroom responsibilities. These duties may include, but are not limited to, participation in relevant meetings and professional learning activities, playground duties and co-curricular duties and will involve application of discipline, participation in the College’s program for spiritual and pastoral care and various other duties. Some of the duties will need to be undertaken at times other than during the school day including on weekends.

Dress standard for staff is conservative in nature and smoking is prohibited on the College site.
All teaching staff at Radford must have an appropriate first aid certificate.

C. THE EDUCATIONAL STRATEGIC PLAN AND AIMS OF THE COLLEGE
The Educational Strategic Plan for 2011 onwards, reports to parents our planned initiatives and the Aims of the College are to be found on the College website www.radford.act.edu.au.

It is a condition of employment that staff comply with all the policies and practices of the College and that conduct is consistent with the Christian ethos of the College. All staff must be fully supportive of the aims of the College, which can be found at www.radford.act.edu.au.

D. PRIVACY GUIDELINES

1. In applying for this position you will be providing Radford College with personal information. We can be contacted at:
   - 1 College Street, Bruce ACT 2617
   - principal@radford.act.edu.au
   - (02) 6162 6200

2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

3. The School’s Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

4. We will not disclose this information to a third party without your consent.

5. Radford College may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.

6. If you provide us with personal information of others, we encourage you to inform them that you are disclosing this information to Radford College and why; that they can access this information if they wish and that Radford College does not usually disclose information to third parties.

E. CHILD PROTECTION
The successful applicant who is offered the job will be subject to employment screening processes and will be required to make a formal child protection statement.

The Working with Vulnerable People (Background Checking) Act 2011 (ACT) commenced on 8 November 2012. To be registered to work with vulnerable people in a regulated activity, which includes child education services, a background check conducted by the Office of Regulatory Services is required. The College will require all teaching staff to be registered to work with vulnerable people, which includes undergoing a Working with Vulnerable People background check.

F. SELECTION CRITERIA
We have deliberately not provided set and narrow selection criteria. Experience teaching all levels of classes with proven success will be viewed favourably. ACT Teacher Quality Institute (TQI) Registration is required.

Short-listed applicants may be required to undertake a demonstration lesson prior to an offer of appointment.

**Guidelines for the application are:**

a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian or New Zealand work visa.

b) Applications should not be more than eight A4 pages (the Radford Applicant Coversheet can be additional to your 8 pages).

c) The Radford Applicant Coversheet must be completed to be considered for the advertised position.

d) Applications must be provided unbound on loose-leaf paper. Please do not use any staples, display books or folders to enclose your application. Applications may also be sent electronically and all applications will be acknowledged.
e) Applications should have a covering letter of not more than two pages, which includes a statement in support of your candidacy.

f) Your curriculum vitae must also include the following information:
   - Personal details (a photograph is optional)
   - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification). Short-listed applicants will be asked to bring original documents or certified copies of transcripts of tertiary qualifications to the interview.
   - Current position
   - A concise summary of your employment history (beginning with the most recent position).
   - Membership of professional associations
   - Co-curricular involvement, interests and expertise
   - Names, positions and contact details for three (3) referees.

e) Applications should be addressed to:
   The Principal
   Radford College
   College Street
   BRUCE  ACT  2617
   or email to: staffing@radford.act.edu.au.

January 2015