### POSITION INFORMATION DOCUMENT

**Position Title:**
- TEACHER
- TEACHER / TRAINER

**Conditions:** General conditions in accordance with the *South Australian Catholic Schools Enterprise Agreement 2013* (as amended).

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### About St Patrick’s Technical College

St Patrick’s Technical College is a purpose built trade training school that offers a specialist trade focused South Australian Certificate of Education (SACE) and pre-apprenticeship training for Year 11 and 12 students.

The College’s innovative and flexible programs enable students to achieve their SACE while undertaking employment and training in a School-based Apprenticeship or Traineeship (SbAT), fully supported by the College's teaching and industry specialists.

St Patrick’s Technical College is structured in three sub-schools – each with a number of specialist trade training programs:

- **School of Building & Construction**
  - Construction
  - Plumbing
- **School of Community Services, Hospitality & Lifestyle**
  - Food & Hospitality
  - Hair & Beauty
- **School of Engineering & Transport**
  - Automotive
  - Electrotechnology
  - Metals & Engineering

Tertiary pathways are available via the College’s involvement in the *Advanced Technology in Schools Pathways Project* and the *P-TECH* pilot initiative supported by the Australian Government and the Defence Teaming Centre.

All pre-vocational training at St Patrick’s is delivered at Certificate II level under VET in Schools Agreements (VISA) or via our unique cooperative agreement with TAFE SA, operating within the SA Government’s *Work Ready* initiative.

All programs at St Patrick’s have been developed specifically to support the trades in which we deliver pre-vocational training. Core subjects including Maths, English and Science are taught in the context of the trade program students are undertaking. These programs have been developed with direct input from industry and in association with TAFE SA.

St Patrick’s aims to create a real workplace experience for students – from the fully equipped commercial kitchen, specialist workshops and live building projects to the six weeks of work experience that form a key component of each course.
The College takes a personalised approach to each individual student’s learning, combining best practice with the highest quality teaching, learning and training. Our commitment to the pastoral care of each individual student is supported by specific staffing positions including an Industry Relations Manager, Chaplain and Student Counsellor.

It is our mission to link with industry and provide an inclusive high quality technical and vocational education within the context of Catholic values and ethos.

**Working at St Patrick’s Technical College**

It is expected that employees of St Patrick’s Technical College will:

- have a commitment to uphold and contribute to the ethos of Catholic schools;
- 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;
- collect, record and disseminate information that may influence the educational life of the student to staff, administration and others on a need to know basis;
- ensure that confidential information is handled appropriately;
- participate in professional development activities which lead to improved student outcomes and strengthen personal professionalism; and
- participate in activities that both support and develop the College’s Catholic ethos.

**Qualifications > TEACHER**

**REQUIRED**

- Teacher’s Registration Certificate
- Catholic Education SA Police Clearance*  
- Responding to Abuse and Neglect Training (formerly Mandatory Reporting)*
- First Aid Certificate (Senior First Aid or BELS)*

**DESIRABLE**

- Certificate II (or higher) qualification; and/or
- Relevant trade qualification
- Certificate IV in Training and Assessment (TAE) or equivalent
- Three-years’ relevant industry experience

**Qualifications > TEACHER / TRAINER**

**REQUIRED**

- Relevant Certificate II (or higher) qualification; and/or
- Relevant trade qualification
- Certificate IV in Training and Assessment (TAE) or equivalent*
- Catholic Education SA Police Clearance*
- Responding to Abuse and Neglect Training (formerly Mandatory Reporting)*
- First Aid Certificate (Senior First Aid or BELS)*

**DESIRABLE**

- Teacher’s Registration Certificate; or
- Currently enrolled in formal study towards a relevant education qualification
- Three-years’ relevant industry experience

*Successful applicants who do not already hold these qualifications can be assisted to attain them prior to commencing employment at St Patrick’s Technical College.*
Requirements of the position

- Pastoral care
- Teaching and learning
- Classroom management and behaviour education
- Assessment and reporting of student learning
- Interaction with the school, industry and wider community

Position objectives

- Assume responsibility for the educational life of students. This responsibility is exercised in the areas of pastoral care, student mentoring, parent liaison, employer liaison, industry partnerships and general organisational matters.
- Maintain a close working relationship with the other teachers, teacher/ trainers, Industry Relations Manager, student counsellor and members of the Leadership Team.
- Continue to develop, co-ordinate and implement the College’s curriculum in the designated areas.
- Ensure the health, safety and welfare of students and fellow employees.
- Maintain any place or equipment designated or chosen for specific activities.
- All teachers, teacher/trainers are expected to be leaders in their fields and committed to the ethos of the College.
- Details of the role may vary from time to time in response to College needs or particular skills of the teacher or teacher/trainers, as determined by the Principal.
- Possess creative learning strategies.
- Have an interest and active role in the work of apprentices.
- Be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity.

Key working relationships

- Principal and leadership team
- Head of Sub-school
- Teaching and administration staff
- Industry Relations Manager
- Students
- Parents/Caregivers
- Employers/Industry partners
Key responsibilities

> Facilitate learning in a senior secondary or trade area.
> Design, monitor and review curriculum in consultation with the Head of Sub-school and TAFE SA personnel (where relevant).
> Develop and use a range of flexible teaching strategies and approaches to enhance student learning experiences.
> Develop and utilise appropriate evaluation techniques for formative assessment and set and supervise summative assessment tasks in consultation with the Head of Sub-school and TAFE SA personnel (where relevant).
> Undertake ongoing learning and professional development.
> Develop a case management approach as a mentor to a small group of students.
> Provide feedback and encouragement to each student.
> Assist with the development of employability skills.
> Oversee the student Code of Conduct.
> Offer intervention when needed.
> Contribute to the development of a collaborative culture within the College.
> Support the implementation of all Workplace Health and Safety (WHS) policies.
> Undertake performance review on an annual basis.
> Work as a team with other teachers and teacher / trainers to provide the best possible pastoral care for students.
> Oversee and employ behaviour management strategies which ensure a safe, orderly and successful learning environment.
> Have regular communication with parents, after consultation with other relevant staff members.
> Communicate with employers and industry partners.
> Develop and maintain professional and good working relationships with other staff, employers and industry partners.
> Monitor students’ academic progress to enable students to successfully complete their education program.
> Work with the subject coordinators to support the learning of individual students.
> Carry out other non-instructional responsibilities which are part of the teacher and teacher / trainer role (e.g. support and adhere to College 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).
> Support and facilitate arrangements for the various activities associated with trade and year groups, including orientation day, parent information evening, parent / teacher interviews, open days, trade expos, over-night camp / retreat, whole College assemblies, and student leadership program.
> Ensure the successful participation of all students in the Work Experience program.
> Support and represent the ethos of St Patrick’s Technical College.
Person specification

It is expected that teachers and teacher / trainers at St Patrick’s Technical College will:

> be supportive of the Catholic ethos of the school;
> work collaboratively with other staff members, parents students and the College’s industry partners;
> possess excellent interpersonal and communication skills;
> maintain high standards in all areas of College life;
> be able to work under pressure in a busy and varied environment;
> be able to prioritise tasks and show initiative and flexibility in completing them;
> be committed to ongoing professional development;
> understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College; and
> maintain confidentiality at all times.

Application procedure

Applications should contain your relevant qualifications, skills and experience and include the names and contact details of three current referees.

Reference should also be made of your ability to meet the requirements, objectives, responsibilities and person specification outlined in the Position Information Document through a covering letter or personal statement.

Additionally, it is a requirement that an Applicant Declaration Form be completed and submitted with an application for this position.

Applications can be emailed, or alternatively, please provide four (4) copies for the attention of College Principal, Mr Rob Thomas, and post to:

Mrs Carol Lee
College Secretary
St Patrick’s Technical College
PO Box 65
EDINBURGH NORTH SA 5113
Email: principal@stpatstech.sa.edu.au