

| | | | |
|-----------------------------|----------------|---|-----------------------------------|
| Position Description | Teacher |  | GATEWAY COMMUNITY HIGH |
|-----------------------------|----------------|---|-----------------------------------|

| | |
|---|--|
| Job Title: | Teacher – Gateway Community High |
| Reports To: | Principal |
| Location: | Carlingford, NSW |
| Employment Type: | Options include Permanent role (full time or part-time); contract or casual |
| Probation Period: | 3 Months |
| Remuneration: | Commensurate with qualifications, skills and experience. Attractive salary packaging options available. |
| Date of Issue: | February 2022 |
| Introduction to Gateway Community High | <p>Gateway Community High (GCH) is a small independent “alternative” high school that opened in January 2021.</p> <p>As a Special Assistance School we aim to provide opportunities for a diverse range of keen and willing young people. We aim to reconnect them with their education and set a new direction</p> <p>Gateway offers a flexible, engaging and practical learning environment for students to reconnect with their education outside large mainstream settings.</p> <p>Gateway Community High seeks to provide a gateway to learning in an environment that delivers a positive, personalised and inclusive experience for young people that will set them up for future success.</p> <p>The School provides opportunities for young people to thrive in a small educational setting tailored to support their learning and belonging. We believe that young people can best achieve their educational goals when their holistic wellbeing and personal growth is supported. At Gateway Community High, academic achievement is equal in value to student welfare, the ability to develop good interpersonal relationships and effective self-management.</p> <p>Gateway currently caters for 40 Stage 5 (Year 9/10) students offering a NESA curriculum which enables students to attain their ROSA. We plan steady growth including the addition of curriculum and stage options over the next 5 years.</p> <p>Taking a student-centred and holistic approach we aim to create a sustainable means of supporting vulnerable young people at risk of disengaging with education, work and society at a critical time in life.</p> <p>We strive to give each student the best opportunity to create a better future – in their education at high school and beyond, in further study or employment.</p> <p>The goals of Gateway Community High are:</p> <ul style="list-style-type: none"> • Providing an engaging educational environment that supports student achievement, belonging and personal growth. • Fostering academic achievement and student wellbeing through individual learning pathways. • Providing holistic student support. • Complying with NESA standards for registration of a non-government school and accreditation to deliver the ROSA Curriculum. • Maintaining focus on the philosophy, values and vision of Gateway Community High. |

| | |
|--|---|
| | <p>Gateway Community High is an initiative of Macquarie Community College, a highly regarded not for profit adult education provider, operating across NorthWest and Western Sydney for more than 70 years. The School has its own dedicated premises on the Macquarie Community College site at Carlingford.</p> |
| <p>Role Context & Purpose</p> | <p>Teachers take responsibility to apply skills associated with coordinating, developing and delivering Curriculum throughout the School. This includes working collaboratively with other staff to provide a learning environment that is creative and engaging, inclusive and respectful, in which student learning outcomes are targeted and achieved.</p> <p>As a Teacher operating in this Special Assistance School with secondary age students, there is a requirement to support a climate of mutual respect and understanding in a diverse and inclusive community of learners. The role requires excellent communication skills and a capacity to develop sincere and productive relationships with students.</p> <p>The role encompasses skills in research, unit and lesson planning and evaluation, effective and appropriate pedagogy, differentiation of teaching, creation of teaching aids, database management, and administrative activities.</p> <p>Teachers are required to maintain effective and ongoing communications with others associated with their role to ensure the timely delivery of necessary outcomes. All tasks have anticipated outcomes and a number of these are measured through Key Performance Indicators in a Performance Review process.</p> |
| <p>Working Hours</p> | <p>A Full-time role is 38 hours per week with core hours between 8.00 and 4.00pm Monday to Friday. Part-time and casual roles will be offered to complement existing staffing.</p> <p>Occasionally there will be additional hours to fulfil such as school events, which may be in the evenings or on weekends. Teaching staff may also be required to represent the School, at Macquarie Community College and other public events which may also, from time to time, occur after school hours.</p> <p>Annual Leave – permanent and contract roles</p> <p>In accordance with the Modern Award, you are entitled to six weeks annual leave for each year of service (or a proportionate part thereof for service less than a school year). Annual leave for academic staff is to be taken during non-term time and does not accrue from year to year.</p> <p>During the non-term time when it is not your annual leave, it is expected that you will take some time out of the office where appropriate, to undertake administrative duties as necessary.</p> |
| <p>Duties & Responsibilities:</p> | <p><u>Whole-of-school culture</u></p> <ul style="list-style-type: none"> • Ensure the integrity of the Gateway Community High philosophy and attainment of social purpose by articulating and living the values that underpin our vision. • Ensure a student-centred, outcomes focused approach is implemented to ensure that academic achievement and student wellbeing are progressed. • Work as a professional in a cooperative, collaborative, communicative and collegial relationship with other staff. • Actively engaging with the Vision and Strategic Plan. • Undertake a personal commitment to the Code of Conduct and organisation-wide policies. • Actively promoting the College within the wider community when possible. <p><u>Curriculum, Teaching and Learning</u></p> <p>In the teaching environment, the Teacher is responsible for student and classroom management.</p> <ul style="list-style-type: none"> • Developing and providing an engaging and challenging program of teaching and learning consistent with the NSW Curriculum for the attainment of the ROSA. |

| | | |
|-----------------------------|----------------|--|
| Position Description | Teacher |  GATEWAY COMMUNITY HIGH |
|-----------------------------|----------------|--|

| | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • Developing innovative and effective curriculum delivery methods in collaboration with colleagues. • Developing and delivering integrated units of learning in a manner that results in positive student engagement. • Teaching classes as directed by the Principal. • Evaluating, adapting and maintaining resources to ensure relevance to the nature of our cohort in a Special Assistance School, the curriculum and appropriate pedagogical practices. • Utilising and integrating ICT resources as effective tools in the learning process. • Monitoring, assessing and reporting student learning. • Ensuring in the teaching environment that other staff working with them understand what is required and expected of them as they work alongside the teacher. <p><u>Student Safety and Wellbeing</u></p> <ul style="list-style-type: none"> • Support and ensure high quality pastoral care, to ensure that all learning support, special education and whole of life needs are met, including contributing to case management and individual support of students as required. • Adhering to all child protection procedures and requirements including the role of mandatory notifier. • Ensuring the effective management of all WH&S requirements within the individual workspace, the teaching environment and the wider School and College context. • Having a comprehensive understanding and working knowledge of the Wellbeing & Behaviour Frameworks. • Undertaking ongoing training in dealing with and de-escalating serious student behaviours. • Helping students to monitor and manage their behaviour to maximise learning opportunities for all. • Making every effort to foster a safe and uplifting work environment. • Ensure students are aware of, and comply with, relevant Policies and Procedures and take necessary action when there is a breach. <p><u>Administration</u></p> <ul style="list-style-type: none"> • Maintaining efficient records and student information on database and as required. • Creating reports and other documents utilising ICT resources, database software and MS Office Suite. • Ensuring the development and recording of units of work, lesson materials and other relevant resources. • Contributing to meetings of Teaching & Learning staff with ideas and suggestions for improved learning outcomes for students. • Ensuring awareness of the College's policies and procedures and following them as required. • Reporting to the Principal as required, in a structured meeting environment. <p>This position description is not exhaustive. Teaching staff will be required to perform additional duties which may be reasonably required.</p> |
| Key Relationships | <ul style="list-style-type: none"> • Students • Principal • Colleagues - Teachers, Administration Staff; Teachers Aide(s) • Youth support/pastoral care worker(s) • Parents and carers |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Staff of the Macquarie Community College, including the CEO, CFO and those providing service and support to the School. • Local community organisations and government agencies focused on youth engagement |
| Application and Selection Process | <p>Applicants must meet the mandatory employment requirements.</p> <p>Selection will be based on evaluation against the Essential Criteria for the role, interview and reference checks.</p> <p>Applications should be sent to Principal@gatewaycommunityhigh.nsw.edu.au</p> <p>Applications should include a</p> <ul style="list-style-type: none"> • one-page cover letter addressed to The Principal, Gateway Community High • a current CV outlining qualifications and relevant experience. <p>Applications close: 13 June, 2022</p> |
| Essential Criteria: | <p><u>Mandatory employment requirements</u></p> <ul style="list-style-type: none"> • Australian Citizen, permanent resident or relevant visa • Qualified secondary school teacher eligible for NSW teacher registration. • Current accreditation under NESA teaching requirements* (incl Provisional) • Working With Children Clearance (WWCC) • Satisfactory national police check • Vaccinated as per NSW health requirements <p><u>Experience, Skills and Commitment to Purpose</u></p> <ul style="list-style-type: none"> • Demonstrated knowledge, skills and experience working with a diverse range of learners including a focus on youth development. • Sound understanding of the wellbeing needs of students who have had multiple social and emotional barriers to engaging in their education. • Previous experience as a Teacher, preferably working closely with students that face a range of challenges to full participation in their education. • Proven capacity to effectively engage and work collaboratively with other staff, fostering a culture of serving others, professionalism, responsibility and collegiality in open communication. • Proven capacity to understand the needs of learners that may have attainment below their age or Stage level, and apply appropriate differentiated teaching, monitoring and assessment strategies. • Proven capacity to deliver curriculum in a relevant, meaningful and engaging manner, with differentiation as the norm. • Proven capacity to work collaboratively with others in the wider management of student wellbeing and development. • Demonstrated understanding of how to engage, relate and work appropriately and sensitively with young people with a range of abilities, ambitions and backgrounds. • Understanding of and respect for cultural and other forms of diversity. • Strong skills in utilisation of ICT technologies and software, in particular, database record keeping. • Knowledge of current trends in education and their application in the educational environment of a Special Assistance School. • Proven capacity to work strategically and effectively through challenges. • Excellent communication (oral and written) and interpersonal skills. |
| Referees | <p>Shortlisted Applicants will be asked to provide the names and contact details for at least 3 referees including their current line manager.</p> |
| Enquiries | <p>principal@gatewaycommunityhigh.nsw.edu.au</p> <p>(02) 8845 8835</p> |