



WAYS SECONDARY TEACHER APPLICATION PACKAGE

In this document you will find:

- Application Requirements
- Position Description
- Background organisational information
- Organisational values
- Position Key Result Indicators
- Selection Criteria

APPLICATION REQUIREMENTS

Applications must consist of the following:

1. **Covering Letter.** The covering letter should include the position applied for, your contact address and telephone number. It is an opportunity in not more than one page to introduce yourself and highlight the key reasons you should be considered for the role.
2. **Resume or Curriculum Vitae.** A resume is a brief history of your employment and experience that covers the following areas:
 - Employment history in chronological order, starting with current position and specifying dates of employment, title of each position, name of employer, main duties or accountabilities and achievements;
 - Educational qualifications and professional affiliations that detail the full title of the qualification, the year awarded and the title of the institution attended; and
 - Training workshops completed.
 - The names and contact details (address, telephone, fax and e-mail) of three referees, including if possible a senior person (preferably your supervisor or the head of your organisational unit) closely associated with your current work.
3. **Selection Criteria.** A statement addressing how each of the **essential** selection criteria have been met is required to assist the Selection Committee determine whether you have the relevant qualifications, knowledge/skills, experience and personal qualities.

Applications are to be sent to:

WAYS Youth & Family
63A Wairoa Avenue,
Bondi,
NSW 2026

Or email to Vanessa at:

ways@ways.org.au

SELECTION PROCESS

A selection committee will consider all applications and shortlist candidates for interview who appear to meet the selection criteria. They will be invited to attend an initial interview. We will select desirable applicants for a second and final interview which will require applicants to teach for 25mins in their chosen discipline. The remaining unsuccessful applicants will be notified accordingly.

An invitation to attend an interview provides an opportunity to provide further information to the selection committee to substantiate your claims against the selection criteria or demonstrate your capabilities.

The selection committee will subsequently seek referee reports, if not sought prior to interview, before making a decision to make an offer of appointment to the preferred candidate. The purpose of referee checks is to obtain, in confidence, factual information about your past work history, as well as opinions regarding the quality of your work, behaviour in the work place and suitability for the position. Referee reports may be sought orally, or in writing by post or e-mail.

Referees should normally include current supervisors or and/or managers. A referee must be able to comment on your work experience, skills and performance with respect to the selection criteria. Referee checks conducted after the interview process can sometimes delay notification of the successful candidate and other interviewees.

If you are the preferred candidate, you will be contacted by telephone followed by a written offer of appointment to the position. Do not take any action, such as resigning from your current position, before you receive a **written offer** of appointment.

Employment Details and Remuneration

Hours per week	38 hrs per week – Full Time To commence in Term 1 2018.
Type of Employment	Fixed term of one year. Can be extended at any time with consent of WAYS Secondary/WAYS Youth & Family and Employee.
Award	Education Services Award 2010. Level dependant on teaching experience.
Benefits	WAYS Secondary is a NESAs accredited school. We are a leader in the field of alternative education with a very strong emphasis on student wellbeing. WAYS Secondary is NOT a behaviour school. At WAYS Secondary you will be : <ul style="list-style-type: none">• Working in a dynamic alternative education setting• Receive the opportunity to work in an environment that values your autonomy and individual approach to teaching• Work in a supportive and innovative student focused work environment.• Receive access to relevant external training opportunities.• Get the opportunity to meaningfully contribute to the lives of the amazing students who choose to access our school.• Ample opportunities for professional development• Small class size environment
Date Description last reviewed	October 2018

This position is an identified position under the Child Protection (Prohibited Employment) 1998 Act

YES

NO

POSITION KEY RESULT INDICATORS

Professional Responsibilities	Expected Outcomes
<p>Deliver NESAs accredited teaching programs that will engage young people in a learning process through creative and innovative teaching models.</p>	<ul style="list-style-type: none"> • Develop individual learning plans in accordance with the elected education course and individual student needs. • Develop curriculum that achieves learning outcomes and NESAs accreditation standards of the elected course. • Ensure that all curriculum is kept up to date with NESAs requirements. • Ensure that teaching activities are suited to student cohort and include innovative, practical, fun exercises including the use of ICT. • Review student progress each term and negotiate an ongoing individual learning plan in consultation with students and significant others. • Initiate and participate in external excursions, community work and other educational activities. • Advocate on behalf of students in relation to the legal, mental health, employment, welfare and education systems. • Monitor service quality and provide early interventions as they relate to student requirements. • Participate in promotion activities to attract young people to WAYS Secondary and other WAYS services. • Participate in curriculum planning and development. • Maintain teaching standards and the quality of education by regularly participating in relevant training pertinent to the role.
Leadership Responsibilities	Expected Outcomes
<p>Uphold the philosophy and aims of WAYS Secondary and WAYS Youth & Family at all times and conduct oneself in a manner consistent with WAYS Secondary and WAYS Youth & Family's public image as caring and professional.</p>	<ul style="list-style-type: none"> • Adopt a flexible and creative methodology in meeting the identified needs of the WAYS Secondary community in accordance with the objectives and outcomes of the school. • Demonstrate a commitment to the principles of professional practice, including confidentiality, displaying non-judgmental attitudes, and respecting the individuality of co-workers and students. • Follow the reporting structure that ensures each layer of management is an integral component of communication. • Articulate the vision and mission of the school and the organisation to the wider school community, staff and other stakeholder groups.

	<ul style="list-style-type: none"> • Adhere to the WAYS Secondary code of conduct.
Provide instructive, motivational and facilitative leadership for students and staff.	<ul style="list-style-type: none"> • Contribute to the development and review of existing leadership activities and ensure these activities remain vital and responsive to students needs. • Create a workplace climate that fosters independence, idea generation and innovation. • Create a supportive, collaborative team environment.
Management Responsibilities	Expected Outcomes
To be familiar with all documentation guidelines and procedures that supports the provision of the school's aims and objectives and contractual obligations.	<ul style="list-style-type: none"> • Participate in the interview, acceptance and orientation of new students. • Ensure that student records including student case notes, files, assessment database and reports are completed in a timely manner and to professional standards. • Complete all documentation relating to curriculum and students in a timely and professional manner. • Professional and timely completion of student reports. • Completion of monthly management reports demonstrating performance and activities. • Assist in the completion of the WAYS Secondary Annual Report and other administrative components of the school. • Actively contribute to the development of and implementation of effective organisational policy. • Regular team meetings are supported by documented agendas, minutes, action points and personnel responsible.
Ensure the schools success in achieving both its organisational and funded key performance indicators.	<ul style="list-style-type: none"> • Stay abreast of curriculum developments and any changes to guidelines and communicate these to relevant staff. • Provide advice to the Principal on service delivery initiatives and assessing the school's effectiveness in achieving its funded, educational and organisational objectives. • Provide on time and accurate statistical information inclusive of numbers and student outcomes for reporting, measurement of performance indicators and inclusion in funding body performance reports. • Meet individual and school KPI's • Conduct regular student file audits for all staff to maintain quality reporting outcomes. • Participate in school Quality Assurance

	activities, service planning and development to improve school delivery effectiveness and efficiency.
Participate in the human resource management plan for the school.	<ul style="list-style-type: none"> • Participate in supervision, team and staff meetings. • Staff recruitment and effective staff induction through a mentoring system. • Participate in internal and external learning and development opportunities to enhance professional development and service delivery. • On time completion of timetables, reports and other administrative requirements. • Training and development is guided by an active career plan. • Ensure weekly team meetings are conducted and documented with minutes
Key Result Area-Financial	Expected Outcome
Management and reporting of expenditure within guidelines to ensure that the school operates within budget parameters.	<ul style="list-style-type: none"> • Maximise the use of financial resources to benefit student outcomes. • Provide budget for activities in advance of expenditure. • Accurate record keeping of incoming and outgoing money when appropriate.
Actively participate in fundraising.	<ul style="list-style-type: none"> • Assist with the drafting of funding submissions, tenders to government and philanthropic bodies (if requested) • Participate in research funding opportunities and activities when required.
Organisational Responsibilities	Expected Outcome
Work closely with other WAYS programs to ensure that WAYS Secondary is featured and integrated into cross organisational programs and activities	<ul style="list-style-type: none"> • Make appropriate internal referrals to assist the school's objectives. • Work collaboratively with other WAYS staff. • Participate in WAYS Youth & Family organisational activities if requested. • Other duties as required. e.g. participation in WAYS community and health education schools. • Work effectively as a team member of WAYS Secondary.
Support professional and effective working relationships with community groups and local identities with a focus on the development of services for students/young people.	<ul style="list-style-type: none"> • Presentations at interagency groups, schools, sponsors, private businesses and government departments as required. • Liaison with relevant professional peak bodies, government departments, schools, local community youth services and other appropriate resources to assist current students and for promotion and

	<p>referral to attract students/ young people to the school.</p> <ul style="list-style-type: none"> • Assist in the maintenance and provision of a comprehensive range of information resources for students on alcohol and other drugs, health, welfare, housing, legal, employment and other issues (upon request)
<p>Contribute to the schools and WAYS Youth & Family's responsibilities to ensure relevant legislative requirements are being enacted for the benefit and protection of students, staff, the management committee and broader community.</p>	<ul style="list-style-type: none"> • OHS responsibilities maintained. • Adherence to the range of WAYS Secondary policies and procedures e,g, Child protection policies and procedures, Assessment policies and Procedures • Mandatory reporting responsibilities enacted. • Ensure equality of access opportunities for all students. • Maintain appropriate student boundaries. • Demonstrate a commitment to the principles of professional practice, displaying non-judgmental attitudes, and respecting the individuality of co-workers and students. <ul style="list-style-type: none"> • Work in accordance with policies and procedures to support teaching delivery. • Actively contribute to the development of and implementation of effective organisational policy.
<p>Professional practice is congruent with WAYS Secondary and with WAYS Youth & Family organisational values, code of ethics and principles of professional practice.</p>	<ul style="list-style-type: none"> • Keep abreast of the latest trends and knowledge in the field of education, adolescent development, youth participation and development and other key adolescent issues. • Personal presentation meets professional expectations. • Maintain professional accreditation as required by the school and other professional bodies such as NESAs. • Responsible use and management of the schools/organisational assets including mobile phone, vehicle and computer equipment. • Ensure all curriculum is delivered within a harm minimization and evidence based practice framework.

Position Requirements	
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Qualified secondary school teacher • Current Class C Drivers License • Current teacher accreditation <p>Desirable:</p> <ul style="list-style-type: none"> • First Aid
Knowledge and Skills	<p>Essential:</p> <ul style="list-style-type: none"> • Experience and qualifications to teach PDHPE at a Stage 6 level. Willingness and capacity to teach a range of stage 5 and 6 KLA subjects e.g. Stage 5 Math's, HSIE, CAFS, Business Services. • Experience and excellence in classroom behaviour management and the ability to understand and manage diverse behaviors. • Able to work collaboratively and cooperatively with all school areas and teams within a school. • Proactive approach to problem solving and teamwork. • Excellent written, oral and interpersonal communication. • Demonstrated organisational skills, ability to manage time and multiple demands. • Advanced computer literacy.
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Secondary teaching experience with young people who may present with diverse needs • Experience in liaison with training providers, schools, government agencies, and NGO's and community groups. • Proven experience updating and implementing innovative teaching curriculum that fulfills NESA curriculum requirements. <p>Desirable:</p> <ul style="list-style-type: none"> • Proven experience developing innovative teaching curriculum that fulfills NESA curriculum requirements.
Personal Qualities	<p>Essential:</p> <ul style="list-style-type: none"> • Genuine interest, commitment and patience to work with young people who might present with diverse behaviours. • Passion for educating young people in a dynamic, progressive youth orientated environment.