

25 July 2017

Dear Applicant

Re: Alesco Illawarra Casual Teaching Positions

Thank you for your inquiry regarding teaching opportunities with Alesco Illawarra. Enclosed you will find information to assist you in deciding whether to submit an application, and if so, the things you need to do in order for your application to be considered.

WEA Illawarra

At WEA Illawarra our aim is to build strong communities by helping individuals to achieve their potential. We believe that the power of learning can make a difference, throughout all stages of life, and no matter what an individual's circumstances. With a reputation built on 100 years of service and a team of dedicated and qualified staff, trainers, tutors and teachers, WEA Illawarra helps people achieve their learning goals through a range of quality education and training services. WEA Illawarra is a Registered Training Organisation, part of the Adult and Community Education network and is also registered with the Australian Charities and Not-for-profits Commission as a Public Benevolent Institution and endorsed by the Australian Taxation Office as a Deductible Gift Recipient.

Alesco Illawarra

In 2011, WEA Illawarra opened Alesco Illawarra, a new service to the Illawarra community, consistent with WEA's mission to promote life-long learning and enhance individuals' employment prospects, social inclusion opportunities and lifestyle aspirations.

Alesco Illawarra is a Special Assistance School based in Wollongong and is co-located with and operating under the auspices of WEA Illawarra. Alesco Illawarra has been granted registration as a non-government school for Years 9-12 with the NSW Department of Education and accreditation with the NSW Education Standards Authority (NESAs) to teach courses leading to the award of the RoSA and the Higher School Certificate. For our information brochure and further details of our approach to education, please visit www.alescoillawarra.nsw.edu.au.

Many students enrolled at Alesco Illawarra have experienced trauma in their lives as a result of disrupted attachment, neglect, abuse, violence or being a witness to violence. Our students may have significant gaps in academic achievement and find it difficult to learn in a group setting, while sometimes presenting with behavioural and social problems in school.

Alesco Illawarra is working towards a model of Trauma Informed Practice, which encompasses a structured vision of wellbeing in the school community with case management support for each student. Our relationship-based practice is grounded in unconditional positive regard for our students. The use of restorative practices assists students and staff to build the capacity to self-regulate behaviour, improve learning outcomes and nurture relationships.

The Alesco Team

Alesco Illawarra currently employs a number of full-time and part-time teachers at our Wollongong campus and at our Outreach Campuses at Bulli, Koonawarra and Nowra. To assist with the welfare and special learning needs of our students, we also employ a full-time Outreach Coordinator, Youth Support Workers and Teachers' Aides. The Board of WEA Illawarra is the governing body of the school, with the CEO as Principal, and additional management and administration support is provided by the Business Manager and Administration Assistant.

The job of the Alesco team is to help young people believe in themselves and to realise that they can shape their future and choose what it will be, regardless of what has come before.

The Position

We are currently recruiting for additional casual teachers to join our team.

We are looking for skilled and motivated teaching professionals who are passionate about making a difference in the lives of young people. You will have a commitment to working with students who have previously experienced barriers to completing their education in mainstream school settings. Above all, you will have an understanding that traditional school environments and teaching methods don't always work for all students, and you will be compassionate, patient and determined to help those who have been left behind or who present the biggest challenges.

It is essential that you can effectively engage young people in learning and are able to work with health and welfare service providers, families and other stakeholders to address student welfare needs and achieve the best educational outcomes for our students

The key responsibilities of the teaching position, conditions of employment and the qualifications, experience, knowledge, skills and personal attributes required to be successful are detailed in the attached **Position Description**. Together, these constitute the inherent requirements of the position.

Working With Children Check

This position is designated as child-related employment. In accordance with the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>.

WEA Illawarra may also conduct National Police Checks to determine suitability for employment when a person is identified as the preferred candidate for a position after interview.

People with a Disability

If you are successful at gaining an interview and need anything to assist you at the interview such as wheelchair access, or have other requirements, please discuss this with the selection panel convenor.

Adjustments at Work – Rights of People with a Disability

It is WEA Illawarra policy to make reasonable adjustments in the workplace to meet the needs of people with a disability. Adjustments may include changing aspects of the workplace or the job so that employees with a disability can use their skills

effectively and candidates with a disability can compete based on their capabilities. If you have a disability and you are identified as the preferred candidate for a position, the Principal will discuss with you and consider any reasonable adjustments that may be required.

Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Illawarra at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing info@weaillawarra.com.au.

1. In applying for this position you will be providing WEA Illawarra with personal information.
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 make notes and prepare a confidential report in respect of your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. WEA Illawarra's Privacy Policy contains details of how you may complain about a breach of the APPs 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. We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.
6. WEA Illawarra may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.
7. If you provide WEA Illawarra with the personal information of others, eg referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that WEA Illawarra does not usually disclose this information to third parties.

How to Apply

Employment will be offered on the basis of merit. The applicant considered to be the most capable of meeting the inherent requirements of the position will be selected. To decide this, we will look at your qualifications, experience, skills and personal attributes based on your responses to the selection criteria, performance at interview and referee checks.

For your application to be considered you MUST include all of the following:

- A covering letter** which includes your name and contact details and the position for which you are applying. In your covering letter please give us a brief description of your experience and suitability AND tell us:
 - Why did you become a teacher?**
 - Why are you interested in working in an alternative school environment with challenging students?**
- Your "claim" for the position.** The attached position description details the selection criteria, both essential and desirable. You should write a statement about how you meet **each** of the selection criteria. The best way to set out your claim for the position is to list every selection criterion as a heading. Under each heading **clearly explain how you meet the criterion**, using examples where

applicable. Limit your response to one or two paragraphs per criterion or write in point form.

- Your CV.** You should tell us about your education and qualifications and what type of work, including voluntary or unpaid work, you are doing now or have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did and what your responsibilities were. There is no need to include work you did more than 10 years ago unless it is particularly relevant to the position.
- Referees.** Please provide the names and phone numbers of at least two referees who can comment on your past work responsibilities and performance. A current or recent supervisor should be included if possible. If you are successful in gaining an interview we will ask your permission to contact your referees.
- Send your application** - We prefer you to e-mail your complete application in a single document to alesco@weaillawarra.com.au. Please be sure to include everything from the "How to Apply" checklist. Your application should be submitted using MS Word or in PDF format.

If you would like any further information regarding the position, please Louisa Raft, Business Manager on 02 4226 1622.

Thank you once again for your interest in Alesco Illawarra.

Yours sincerely



Louisa Raft
Business Manager

POSITION DESCRIPTION

Position Title	Casual Teacher – Alesco Illawarra
Location	Alesco Illawarra Wollongong Campus 50-56 Auburn Street Wollongong NSW Alesco Illawarra Outreach Campuses Bulli PCYC, Koonawarra Community Centre and Nowra PCYC
Conditions	Letter of offer WEA Illawarra Enterprise Agreement 2011 National Employment Standards
Classification	Casual Level 3 – 8 under the WEA Illawarra Enterprise Agreement (depending on qualifications and experience)
Salary	\$39.66 - \$47.81 per hour, (inc 25% casual loading), plus superannuation
Organisational Relationships	Reports to the Principal Alesco Illawarra. Other key stakeholder relationships include working with Alesco Illawarra teaching and non-teaching staff, other WEA staff, community organisations, youth health and welfare service providers, other local high schools, AISNSW and NESA. Meetings with prospective students and their parents/carers may also be required.

Purpose of the Position

- To work as part of a team facilitating quality learning opportunities which meet the needs of enrolled students and the requirements of the NSW Education Standards Authority (NESA), funding bodies and WEA Illawarra.
- To teach Stage 5 and/or Stage 6 courses as required in the school program.
- To contribute as a teacher to the continuing work of Alesco Illawarra towards a trauma-informed model of education.

Key Responsibilities

Key Results Area	Responsibilities
Teaching and Learning	<ul style="list-style-type: none"> • Contribute to curriculum planning, development and integration across the school program if required. • Work with the Alesco team to implement innovative and flexible strategies to achieve identified targets for student learning outcomes. • Document and deliver a range of teaching programs in assigned Key Learning Areas and submit curriculum documentation and other teaching and learning documentation to the Teacher in Charge as required. • Contribute to the development and/or sourcing of curriculum support materials and other resources for teaching and learning. • Contribute to the ongoing review of the school program as part of the continuous improvement process. • Contribute to the preparation of student academic reports if required and undertake other administrative activities in order to meet Alesco Illawarra, WEA Illawarra and other stakeholder requirements.
Student Wellbeing	<ul style="list-style-type: none"> • Work with other Alesco staff, appropriate youth health and welfare services and families to ensure a holistic approach to support for student participation and educational outcomes.

	<ul style="list-style-type: none"> • Implement day-to-day classroom and behaviour management strategies, referring student disciplinary matters to the Teacher in Charge when necessary. • Actively model and engage in the school's Respect and Participation program and other student wellbeing initiatives. • Maintain accurate student records in relation to attendance and behaviour. • Effectively communicate with parents and carers if required.
General	<ul style="list-style-type: none"> • Participate in Alesco and WEA Illawarra team activities, including staff meetings, planning activities, performance management and professional development as appropriate. • Support the development and implementation of quality systems and continuous improvement. • Understand and positively promote the values of Alesco and WEA Illawarra. • Abide by and implement all legislative requirements, guidelines and policies and procedures associated with Alesco and WEA Illawarra.

Selection Criteria

Essential

1. Bachelor of Education, Bachelor Degree with postgraduate teaching qualification or other recognised teaching qualification, with specialisation in at least one mandatory Stage 5 Key Learning Area (English, Maths, Science, History, Geography or PDHPE).
2. Ability and willingness to teach other Stage 5 or Stage 6 courses outside area of specialisation.
3. Demonstrated passion for working with young people with barriers to education, at risk of disengaging from education or with challenging behaviours.
4. Demonstrated ability to provide differentiated content and assessment and learning strategies through the use of innovative and alternative approaches, in order to maximise individual learning and meet special learning needs.
5. Demonstrated ability and willingness to be pro-actively involved in team and continuous quality improvement initiatives.

Desirable

1. Experience or understanding of trauma informed models of education.
2. Other qualification/training in youth welfare, mental health, adult education, special education or alternative approaches to education.

General Competencies

- **Communication:** the ability to ensure that information is passed on to others who should be kept informed. The ability to clearly express yourself in conversations and interactions with others. The ability to express yourself clearly in business writing.
- **Teamwork:** the ability and desire to work cooperatively with others in a team.
- **Initiative:** identifying what needs to be done, organising the necessary resources and doing it before being asked or before the situation requires it.
- **Flexibility:** openness to different and new ways of doing things; willingness to modify your preferred way of doing things.
- **Stress Management:** the ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.
- **Proficient with Technology:** the ability and willingness to use a computer and MS Office programs, Internet, e-mail, electronic student management systems and other educational technology, for teaching and learning and administrative purposes.

Special Requirements

Child Protection

This position is classified as child-related employment. Employment is conditional upon obtaining and maintaining a Working With Children Check Clearance and giving a Child Protection Undertaking.

Teacher Accreditation and the Australian Professional Standards for Teachers

Teachers who commenced teaching in NSW after 1 October 2004 or are returning to teach in NSW after an absence of five years or more must be accredited with the NSW Education Standards Authority. Accreditation requirements will apply to all teachers from 1 January 2018.

All teachers are expected to meet the Australian Professional Standards for Teachers appropriate to their career stage. The seven Standards outline what teachers should know and be able to do. The Standards can be found at <http://www.aitsl.edu.au/teachers>.

Use of Private Motor Vehicle

From time to time you may be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to the WEA Illawarra's Policies and Procedures. Evidence of the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment, unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position for which you are applying.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
Work environment	Manage demanding and changing workloads and competing priorities	Daily
	Work in a team environment with people from differing professional backgrounds	Daily
	Work in unstructured environments (eg Outreach, outdoor learning)	Regular

	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Regular
	Stand in classroom setting for extended periods	Daily
People contact	Work with students who may have a physical or sensory disability	Occasionally
	Work with students who may have a mental health or mild intellectual disability	Daily
	Liaise with government, non-government, community and law enforcement organisations	Occasionally
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates	Occasionally
	Interact with students and members of the public who could display verbal or physically challenging behaviours	Regular
	Support students and participate with students in recreational activities (eg gardening, ball games, swimming, walking, sports)	Regular
	Facilitate access to specialist, generic and community services	Occasionally
Administrative tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and student records, participate in meetings, concentrating for long periods of time, managing resources, researching and analysing information and data	Regular
	Use technology, including photocopier, printer, telephones, DVD players, laptops, iPads, fax machine, data projector, speakers	Regular
Transport	Drive vehicle possibly over long distance and in all traffic and weather conditions	Occasionally
	Use public transport, including trains and buses	Occasionally
	Drive vehicle with possible distractions from student behaviour	Occasionally