

NOVO

EDUCATION SPACE



 NEW DIRECTION

 SKILLS TO GET THERE

 CARE ALONG THE WAY



Teacher - Casual
Applicant Information Pack
2023

Our Vision

Connected and thriving communities of lifelong learners.

Our Purpose

In our small, flexible, student-led education spaces, we provide opportunities which foster the development of capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future

Our Acknowledgment

Novo Education Space acknowledges the traditional owners of the lands on which we work and learn. We pay our respects to all First Nations peoples and their elders past, present and emerging. We value their continuing cultures and connection to land, water and sea. We are committed to creating safe and welcoming learning centres for First Nations youth to flourish and grow as future community leaders.





INVITATION FROM THE CEO/PRINCIPAL

Thank you for your interest in Novo Education Space and **CASUAL TEACHING** at one of our three campuses - Wollongong, Nowra or Vincentia.

This is an exciting time to be joining Novo Education Space. In 2021 we launched a new name that reflects our new direction. We are re-imagining learning spaces in which our students are in the driver's seat of their life, and our educators and wellbeing staff co-create each student's unique learning journey with them, to achieve the student's own self-determined goals.

We took the decision to become a registration only school, meaning our students follow the NSW Education Standards (NESA) curriculum, but are not entered for the NESA credentials of Record of Student Achievement and the Higher School Certificate. This affords us the freedom to create meaningful and engaging teaching and learning programs across Key Learning Areas that are not driven by rigid assessment schedules, examinations and trying to cover extraordinary amounts of mandatory content. Our students focus on building portfolios to demonstrate the skills and knowledge they have acquired through their learning experiences. We focus on real-world skills that young people need to have a productive future and become positive contributors to their communities. And we pro-actively support them to take their next steps into further education, training or employment.

In the last few years we have worked hard to position ourselves and our students for the future, clarifying our purpose and strengthening our teams in alignment with our purpose, values and charter.

I invite you to consider applying for Casual Teaching with Novo Education Space and come and join us ... we are all on a learning journey together.

If you like the sound of what you read here and think you can contribute to the next stage of Novo Education Space's development, we'd love to hear from you.

David Fuller
CEO WEA Illawarra
Principal Novo Education Space

Personal Details		
Full Name		
Date of Birth		
Working With Children Check Number		
NESA Teacher Accreditation Number		
NESA Teacher Accreditation Level	<input type="checkbox"/> Conditional <input type="checkbox"/> Proficient <input type="checkbox"/> Lead Teacher	<input type="checkbox"/> Provisional <input type="checkbox"/> Highly Accomplished
Home Address		
Postal Address (if different)		
Home Phone Number		
Mobile Number		
Personal E-mail Address		
Referee Details		
Referee 1 Name		
Referee 1 Organisation and Position		
Referee 1 Mobile Phone Number		
Referee 1 Email Address		
Referee 2 Name		
Referee 2 Organisation and Position		
Referee 2 Mobile Phone Number		
Referee 2 Email Address		
Other Information		
<p>Please provide a short paragraph explaining why you are interested in and suited to working in an alternative Special Assistance School environment with challenging students.</p>		

Days I am generally available to work				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Novo Education Space campus locations at which I am available to work				
<input type="checkbox"/> Wollongong	<input type="checkbox"/> Nowra	<input type="checkbox"/> Vincentia	<input type="checkbox"/> Shellharbour (Subject to NESA approval)	
Attachments and Other Requirements				
<input type="checkbox"/> Please attach an up-to-date CV which includes details of your qualification(s), year obtained and institutions, along with details of your employment history <input type="checkbox"/> Please provide a copy of your Work Rights in Australia (Birth Certificate, Valid Passport or Australian Citizenship Certificate) + Driving License <input type="checkbox"/> Please provide a copy of your Valid First Aid Certificate (Not essential for a Casual position) <input type="checkbox"/> Please complete the Pre-Employment Health Declaration				
Acknowledgements				
<input type="checkbox"/> I have read and understood the Casual Teacher position description, including the inherent requirements of a teaching position with Novo Education Space. <input type="checkbox"/> I am aware of the requirement for my Working With Children Check clearance to be verified by Novo Education Space. <input type="checkbox"/> I am aware my referees will be contacted as part of this process and give permission for them to be contacted.				
For applicants at Novo Education Space Nowra				
<input type="checkbox"/> I am aware that I will be required to apply for a National Police Check through NSW Police (facilitated by Novo Education Space), that my Police Check will need to be renewed annually, and that employment, participation and presence at our campus co-located with PCYC is conditional upon recommendation from the NSW Police Force and any decision based on such recommendation is not subject to appeal. For information see here: https://www.police.nsw.gov.au/online_services/national_police_check				

Thank you for your interest in working with Novo Education Space.
Please return your completed application form with attachments requested to

Giovanni Villella
Manager People and Culture
Novo Education Space
gvillella@weaillawarra.com.au

After your application is received it will be assessed and a member of our Leadership Team will be in contact with you to arrange a telephone discussion regarding next steps.

If you have any questions in relation to your application, please e-mail or phone 0411 402 033.

POSITION DESCRIPTION

Position Title: Teacher Employment Type: Casual (Temporary) Hours: As required	Campuses: <ul style="list-style-type: none"> • Wollongong Campus - 50-58 Auburn Street Wollongong • Nowra Campus - co-located with Shoalhaven PCYC, 72 Park Road Nowra • Vincentia Campus - co-located with Jervis Bay Baptist Church, 1 St George Avenue Vincentia • Shellharbour Campus - TBA 	
Industrial Instrument: WEA Illawarra Enterprise Agreement 2019 https:// tinyurl.com/bdwmkbrr Classification/Remuneration 2023: Schedule C Band 1 - \$392.39 per day Band 2 - \$469.30 per day Employer contribution to Superannuation (11%) Other terms and conditions: National Employment Standards Letter of Appointment	Other Benefits: Access to Employee Assistance Program Flexible working arrangements In school professional learning opportunities supported throughout the year. Motor Vehicle allowance \$0.96/km up to 400km per week for approved work journeys.	Organisational Relationships: Accountable to Principal Novo Education Space Team Leader and supervisor is the Campus Coordinator Professional practice supported by the Leader of Teaching and Learning Other key stakeholder relationships include enrolled and prospective students and their parents/caregivers, members of the Leadership Team, other Novo Education Space teaching and non-teaching staff, other WEA staff, community organisations, youth health and welfare service providers, other local high schools, AISNSW and NESA.

The Novo Education Space Way

WEA Illawarra Vision

Connected and thriving communities of lifelong learners.

Novo Mission

Novo Education Space will provide a safe, respectful and inclusive environment in which young people can explore learning, develop their potential, and be well equipped to meet the challenges of education, work and life in the 21st Century.

We Value

Respect – acknowledging the importance of each person’s identity, needs, heritage, traditions, skills, knowledge, and aspirations, and having a commitment to honesty and open communication.

Collaboration - an interactive process that enables people with diverse expertise to generate creative solutions to mutually defined problems. The outcome is different and enhanced from the original solutions that any team member would produce independently.

Self-Reflection and Accountability – taking time to analyse and understand our own needs, thoughts and resulting behaviours, and taking responsibility for our actions.

Our Purpose

To provide opportunities which foster the development of capable, confident and self-assured young people who are connected to their community and able to forge a path to a productive future.

Our Charter

Our school strives to lift up young people, developing in them renewed hope, self-worth, autonomy and optimism. Our job 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. We acknowledge that staff, students and caregivers are all on a learning journey together and we work hard to make sure nobody gets left behind. We are committed to shaping the lives of young people so that they flourish and are positive contributors to their communities.

Our School Culture

is characterised by:

- Belonging
- Kindness
- Patience
- Courage
- Trust
- Responsibility
- Acceptance and forgiveness
- Respect for self and others
- Championing growth
- Unconditional positive regard for each member of the school community
- Recognition and celebration of everyone's giftedness.
- High expectations and no excuses

Our Learning and Teaching Practice

is characterised by:

- The quality delivery of the NSW Curriculum
- Specialised strategies for healing, growth and achievement
- Belief that every student can learn, progress and succeed.
- A shared commitment to growth mindset and life-long learning
- Student-centred and engaging learning experiences
- An active student voice.
- Practice that is evidence-based and reflective of current research
- Being well prepared
- Innovation and continuous improvement
- Flexibility, adaptability and agility

Key Objectives of the Position

The primary focus of the classroom teacher is the planning, preparation, teaching and evaluation of programs to develop student skills and achieve specific student outcomes. The classroom teacher engages in critical reflection and inquiry in order to improve their own knowledge and skills to effectively engage students and assist them to grow in their learning and achieve their personal goals. The teacher works with a range of students and classes and is accountable for the effective delivery of their teaching and learning program.

Required Personal Attributes

- Excellent interpersonal, problem-solving, crisis-management and negotiation skills.
- Ability to communicate effectively with colleagues, young people, parents/carers and others outside the organisation.
- Ability and desire to work collaboratively with others in a multidisciplinary team as well as work independently.
- Enthusiasm, self-motivation, flexibility and ability to use initiative.
- Emotional resilience and ability to foster positive attitudes in an environment of continuous change.
- Respect for diversity with inclusive and culturally safe practice.
- Ability to exercise sensitivity, discretion and manage confidential information.
- Proficient with technology, including using a personal computer and MS Office programs, G-Suite for Education, Internet, e-mail, iPads, student management systems/databases and other educational technology for teaching and learning and administrative purposes.

Key Accountabilities and Responsibilities

Domain: Teaching and Learning (Pedagogy)

Responsibility	Accountable To	Consult or Collaborate With
Be an innovative self-starter who willingly participates in growth, development and evaluation processes, continuing to develop personally and in your professional practice, to meet the changing needs of your position, career and Industry	Leader of Teaching and Learning	
Plan, deliver and evaluate courses for learning areas and classes allocated to you	Leader of Teaching and Learning	Campus Coordinator Teachers
Develop and/or source quality teaching and learning resources to ensure maximum student engagement in learning experiences	Leader of Teaching and Learning	Campus Coordinator Teachers
Provide curriculum documentation and other teaching and learning documentation in order to meet quality teaching and learning, school registration and accreditation requirements	Leader of Teaching and Learning	
Incorporate adjustments and provide differentiation for students with disabilities or other barriers to participation in education in accordance with student Individual Learning Profiles (ILPs)	Leader of Teaching and Learning	Wellbeing Staff SLSOs
Develop learning and assessment tasks if required, consistent with adjustments identified in student ILPs, monitor and record student progress and achievement against curriculum outcomes	Leader of Teaching and Learning	Campus Coordinator Teachers
Work collaboratively with Student Learning Support Officers, designing and assigning work to be delivered in class by SLSOs under your supervision, to support individual learning needs	Leader of Teaching and Learning	SLSOs

Domain: Students and Caregivers (People)

Responsibility	Accountable To	Consult or Collaborate With
Manage classroom behaviour within the framework of Trauma-Sensitive Positive Education, in order to support student wellbeing, improve student engagement and retention, referring serious breaches of discipline to the Campus Coordinator	Campus Coordinator	Leader of Teaching and Learning Wellbeing Staff
Contribute to student academic reports (if required), and provide other formal and informal feedback to students and parents/caregivers on learning progress	Leader of Teaching and Learning	
Collaborate in the development of Positive Behaviour Support plans, having responsibility for implementing and monitoring plans in the classroom setting and providing feedback to parents/caregivers on progress	Campus Coordinator	Leader of Teaching and Learning Wellbeing Staff SLSOs
Attend as required, and contribute to student support meetings, and collaborate with Wellbeing staff to implement strategies which address student wellbeing needs	Campus Coordinator	Wellbeing Staff
Maintain accurate student records in relation to learning support, attendance, engagement, behaviour, discipline and wellbeing in the School's online Student Management System (Sentral)	Campus Coordinator	

- Demonstrated experience in monitoring and assessing student learning, using data to inform teaching practice and provide feedback to students and caregivers on learning growth and achievement.

Desirable

- Training and/or experience in Trauma-Sensitive Positive Education practices.
- Other qualification/training in youth welfare, mental health, adult education, special education or experience in alternative education settings.

Selection Criteria – Knowledge and Skills

Essential

- Demonstrated ability and willingness to teach across a range of key learning areas (English, Maths, Science, HSIE, PDHPE, Creative Arts), including integrated/cross-curricular units of learning, project-based and online learning experiences.
- If secondary trained, willingness and ability to facilitate learning outside subject specialisation area. If primary trained, willingness and ability to facilitate learning in secondary curriculum areas.
- Demonstrated ability to provide differentiated content and incorporate adjustments in teaching and assessment through the use of evidence-based strategies, in order to maximise student engagement, individual progress and meet special learning needs.
- Knowledge of positive behaviour support strategies and ability to effectively implement them to support classroom management and skill development for individual students.
- Understanding of growth mindset principles and ability to apply to own professional practice and implement strategies in student individual learning programs.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting emotional resilience and self-care strategies.
- Demonstrated ability to reflect upon own professional practice and engage collaboratively with others in processes to continually improve the quality of teaching and student outcomes.

Selection Criteria – Other

Essential

- Valid NSW Working with Children Check Clearance (please provide Clearance number and date of birth for verification purposes).
- Accreditation with the NSW Education Standards Authority (please provide NESA accreditation number).
- Evidence of two doses of an approved COVID-19 vaccine plus additional doses/boosters as required, or approved medical contraindication certificate for all COVID-19 vaccines.

Desirable

- Unrestricted NSW driver's licence with access to own registered and comprehensively insured motor vehicle.

Other Requirements

Child Protection

This position is classified as child-related employment. Employment is conditional upon obtaining and maintaining a valid employment Working With Children Check Clearance and giving a Child Protection Undertaking as outlined in your letter of offer of employment. For information on how to apply please visit <https://ocg.nsw.gov.au/working-children-check>

National Police Check

If applying to work at our Nowra Campus, this position is located on the premises of our partner organisation PCYC. If accepted to our casual pool, it is a mandatory requirement to apply for a National Police Check (at your own expense) and submit the resulting certificate and identification documents to PCYC. Employment, participation and presence at PCYC is conditional upon recommendation from the NSW Police Force and any decision based on such recommendation is not subject to appeal. For information and to apply please see here: https://www.police.nsw.gov.au/online_services/national_police_check

Teacher Accreditation and the Australian Professional Standards for Teachers

From 1 January 2018 all teachers in NSW must be accredited with the NSW Education Standards Authority and meet maintenance of accreditation requirements.

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 WEA Illawarra's Policies and Procedures. Evidence of your unrestricted driver's licence, 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.

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
	Take direction from Campus Coordinator, Leader of Teaching and Learning and other members of the Leadership Team	Daily
	Work in different geographic locations and unstructured environments (eg, outdoor learning)	Regular
	Be exposed to all outdoor weather conditions	Occasionally
	Work within the span of hours from 8.30am – 4.00pm	Regular
	Work in buildings which may be two-storey	Regular
	Work in an open plan office or other environment with distractions and noise	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Stand in classroom setting for extended periods, write on whiteboard, move freely amongst a class of students	Daily
	Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances	Daily
People contact	Work with students who may have a physical or sensory disability	Regularly

	Work with students who have been impacted by trauma, may have a mental health or behavioural disorder or mild intellectual disability or learning difficulties	Daily
	Liaise with government, non-government, community and law enforcement organisations	Occasionally
	Interact with students and members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates	Regular
	Interact with students and members of the public who could display verbally or physically challenging behaviours	Regular
	Be exposed to information regarding student personal history and experiences that could be emotionally distressing	Regular
	for the purposes of improving skills and professional practice	
	Undertake performance planning, training and professional development activities	Regular
Administrative tasks	Undertake administrative tasks which may include the following: computer work, making telephone calls, 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.	Daily
Transport	Use public transport, including trains and buses	Occasionally
	Drive vehicle with possible distractions from student behaviour	Regular
	Drive vehicle possibly over long distance and in all traffic and weather conditions	Regular
	Use technology, including photocopier, printer, telephones, DVD players, laptops, iPads, fax machine, data projector, speakers, online learning platforms	Daily

Workplace Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the WEA Illawarra and School community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- Cooperate with any reasonable policies and procedures of WEA Illawarra including the reporting of hazard or incidents using the organisation's reporting processes.

PRE-EMPLOYMENT HEALTH DECLARATION

Employment with WEA Illawarra-Novo Education Space is conditional on the applicant being suitable for employment and fully able to perform the inherent requirements of the position.

When completing the health declaration, you as an applicant for employment must do so in the full knowledge of the position as outlined in the relevant position description and/or selection criteria.

The primary purpose of this pre-employment health declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the pre-employment health declaration to deny a person employment solely because of disability, illness or injury. The health declaration is required so that WEA Illawarra may take the appropriate and reasonable action to ensure the employee's health, safety and wellbeing.

You are required to disclose to WEA Illawarra any pre-existing illness, disease, injury, ailment or condition that you have suffered or continue to suffer of which you are aware and could reasonably be expected to foresee, and which could be affected by the nature of the proposed employment.

Privacy

WEA Illawarra takes your privacy seriously. All details provided on this form are treated confidentially in keeping with the *Privacy Act 1988* and WEA Illawarra Privacy Policy. The completed health declaration form will be retained on your personnel file, which is kept secure at all times. Where employment is not taken up, for whatever reason, all documents relating to your application will be retained for six months and then destroyed.

WEA Illawarra and its authorised employees may use the information in your health declaration for the purpose of assessing your suitability for employment as a trainer, trainer and assessor, general staff, teacher, IT support, administration support or student support staff member. Further, WEA Illawarra may disclose that information to its legal advisers for the purpose of obtaining legal advice concerning your health declaration, and any legal proceedings in which your health declaration is relevant.

Should any circumstances change that may affect your capacity to perform the inherent requirements of the position that you are undertaking, you are obliged to inform your respective manager/supervisor.

Section 1: Personal Details

Given name:		Surname:	
Please state any previous name(s):			
Address			
Suburb		Postcode	
Phone:		E-mail:	

Section 2: Status of Health

Name: _____

1. Are you aware of any circumstances regarding your health or capacity to work which may impact your ability to perform the duties of the position?

In answering this question Yes or No, you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly). If Yes, what adjustments do you need to perform the inherent requirements of the position (if any)?

☐

No

☐

Yes

If Yes, please provide details below

2. Do you have an existing injury, disability or medical condition (physical or psychological) or pre-existing injury or medical condition that could be affected by the nature of the proposed employment?

Existing is a condition for which treatment is still being received. Pre-existing is where an injury or condition(s) is present but treatment is no currently required. If Yes, what workplace adjustments do you need to perform the inherent requirements of the position (if any)?

☐

No

☐

Yes

If Yes, please provide details below

3. Have you ever worked with any substances or in any conditions which may have been hazardous to your health (eg, asbestos exposure, toxic chemicals, stressful or noisy environments) and which may impact your ability to perform the duties of the position and for which you need a modified workplace? If yes, what specific workplace adjustments can be made if any) to ensure your workplace is safe and without further risk to your health?☐

No

☐

Yes

If Yes, please provide details below

4. Have you ever been medically retired from a previous position?☐

No

☐

Yes

If Yes, please provide details below



YOU CAN'T GO BACK AND CHANGE
THE BEGINNING, BUT YOU CAN
START WHERE YOU ARE AND
CHANGE THE ENDING