Information for Applicants
Year 5 Teacher

Thank you for your interest in a teaching position at St Aloysius College. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the general Position Information Document for a teacher at St Aloysius College.

Position Details

We are seeking a qualified and passionate Primary educator to join our collaborative and experienced team. Our teachers inspire students within a dynamic, engaging curriculum whilst embracing a rich history through our Mercy Values.

Year 5 Teacher

- Part-time Replacement Position
- 0.61FTE
- Working three days per week – Monday, Tuesday and Wednesday
- Commencing 20 January 2027 and expecting to conclude on 19 January 2028

Application

Your application should include the following:

1. A cover letter (1 page)
2. Your Curriculum Vitae, including a list of three recent referees relevant to the position (maximum 2 pages)
3. A Professional Statement addressing the application criteria and outlining your experiences and vision for the role at St Aloysius College as it is described in the Position Information Document (maximum 2 pages)

Employment Declaration

Please ensure that you complete the CESA Employment Declaration Form and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal

Applications close Monday 9 November 2026 at 9:00am – It is recommended to submit your application before this date, as interviews may be scheduled prior to the listed closing date.

Position Information Document
Teacher

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in our world.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:
Compassion ◆ Hospitality ◆ Justice ◆ Service ◆ Respect ◆ Courage

Position Details

Position Title	Teacher
Key Working Relationships	Principal and School Leaders College Staff Students, Parents/Families/Caregivers and other members of the community
Broad Purpose	Work collaboratively with colleagues, families and the wider education community to facilitate student learning and engage in educational reform.

The teacher is directly responsible to the Principal, through the Deputy Principals, for:

- applying curriculum knowledge and teaching methods which facilitate successful learning
- responding to learners' needs
- developing and maintaining positive and effective working relationships
- providing a balanced and challenging program relevant to the needs of students (including developing Individual Learning Plans, as appropriate)
- assessing, recording and reporting learner achievement using required programs and systems
- establishing structures and processes to achieve a productive learning environment
- employing behaviour management strategies that ensure a safe, orderly and successful learning environment
- ensuring confidential information is managed appropriately
- carrying out other non-instructional responsibilities as required

Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement (2020)

ROLE SPECIFICATIONS

Professional Responsibilities

- Fulfil all requirements of the Australian Professional Standards for Teachers
- Operate in accordance with the Charter for Teachers in SA Catholic Schools
- Actively commit to uphold and contribute to the ethos of Catholic schools in general as well as that of St Aloysius College
- Comply with relevant legislation as well as South Australian Commission for Catholic Schools (SACCS) and the school's policies, guidelines and procedures
- Meet and teach students at designated locations and times
- Appropriately assist students who are hurt, sick or in distress
- Diligently undertake supervision duties, including regular yard duty
- Complete administrative tasks accurately and on time including record keeping
- Attend staff and other required meetings, Parent–Teacher–Student Learning Reviews and other school-related activities as required

Content of Teaching and Learning

- Plan a comprehensive learning program in line with Australian Curriculum
- Address students' varying intellectual, emotional and physical abilities in teaching practice
- Identify individual learning needs and styles and plan learning experiences that enable all students to achieve success (use of ILPs)
- Know and understand a range of learning methodologies and technologies and their application to the classroom
- Demonstrate best practice in teaching and learning, remain current in knowledge and update/adjust practice as required

Classroom Management and Behaviour Education

- Establish positive and effective relationships with students
- Establish and maintain a task oriented learning environment
- Ensure students adhere to set timelines for completion of work
- Negotiate and implement consequences if expectations are not met
- Arrange student furniture to suit the learning activity
- Work with students to create an attractive and welcoming classroom environment
- Maintain standards of tidiness and orderliness
- Ensure necessary equipment and facilities are accessible, available and ready for planned activities
- Apply behaviour management skills in line with school policy
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS policies and procedures
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions
- Apply effective consequences and strategies to assist students who interfere with teaching and learning

Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement
- Use a variety of assessment and reporting methods to regularly monitor the learning process
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement
- Provide parents/caregivers and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the school

Interaction with the school and broader community

- Demonstrate effective communication skills with students, colleagues, parents/caregivers and others at all times
- Work effectively as a member of the school team to actively and positively support school activities
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice in designated curriculum areas
- Positively engage in and undertake professional development, training and professional reviews when required
- Perform other duties as required by the Principal (or delegate)

PERSON SPECIFICATIONS

Skills and Knowledge

- Demonstrated skills, knowledge and experience relevant to the role requirements
- High level interpersonal skills to interact positively with the school community and be a positive role model and professional representative for the school at all times
- Excellent written and verbal communication skills and able to work collaboratively within a team environment and effectively teach students to achieve required learning outcomes
- Be self-directed and utilise initiative and judgement to fulfil role requirements
- Excellent organisational skills with ability to problem solve and ensure required timelines are met
- Adeptly reflect upon and improve teaching and learning practice in designated curriculum areas in partnership with colleagues
- Proficient ICT skills and knowledge and ability to fully utilise required systems and programs, or ability to quickly learn and use effectively
- Willingness to actively and positively uphold and contribute to the culture and ethos of the School

Experience/Qualifications/Training

- Current Teacher Registration with the Teachers Registration Board of South Australia
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)
- Teacher Accreditation in Catholic Education SA

WORK HEALTH AND SAFETY

Work Health and Safety

WHS duties as required, particularly for evacuation drills. This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012

As a *Worker,* while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

PID Reviewed: September 2026