

Teacher Information
Resourcing

Information Pack



PADUA
COLLEGE

PADUA COLLEGE
80 Turner rd. Kedron
07 3857 9999



About Padua

Padua College is an independent day school for boys from Years 5 to 12. Padua, a Franciscan school, and the only school in Australia owned by the Order of Friars Minor. We are a Catholic institution that is distinctively Franciscan.

Vision

We educate and inspire young men to live in the spirit of the Gospel following in the footsteps of St Francis of Assisi (1182-1226).

Mission

We provide a Catholic education that develops young men of wisdom, service and quiet strength.

Peace is a practical application of the Gospel where we demonstrate positive dialogue and engagement with others. Like St Francis, we are called to be instruments of peace and reconciliation in the world.

As a Franciscan school, the staff of Padua College are expected to base their behaviour upon the Gospel teaching of peace and good will to all.

Our Opportunities

We empower every employee to contribute their skills, knowledge and expertise to ensure we create an exceptional working community that delivers on our Franciscan ethos and values and as a staff, we create a learning environment where every student can be the best they can be.

At Padua College, we understand that the recruitment of exceptional staff is the first step in our employment journey at the College. Our staff do amazing work in creating an outstanding learning environment where boys feel a strong connection to each other, their College and community. To create a foundation for successful and sustainable College, we are focussed on attracting, developing and retaining the best people.

We are PC

The unique Franciscan ethos of joy, acceptance, humility and peace is expressed in every aspect of College life from the inspiring liturgies conducted by our Friars, to the loud and proud voices of our young gentlemen chanting ... ***"We are PC!"*** on graduation day and at sporting events.

Within the high-quality facilities at our near-CBD campus in Kedron, our sporting fields in Banyo and our Outdoor Education Facility in the Noosa Hinterland, Padua offers young men an environment in which to pursue academic excellence and express themselves through co-curricular activities including music, choir and performance, debating and public speaking, chess, and community service.

Together with our Paduan families we raise young men who are joyous, engaging, confident and possessed of a quiet strength and character which enables them to achieve and contribute positively to their community and to the world far beyond the College campus.



Position Description

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Position Title	Teacher Information Resourcing
Responsible To	Program Leader – Innovation and Information
Responsible For	NIL
Classification	As per qualification and proficiency

Community

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Safety and Wellbeing of Students and Staff

We hold the safety and well-being of our students and staff as an unconditional commitment. Padua College respects and values the dignity, self-esteem and integrity of every staff member, child and young person, based on our Christian belief that every person is made in the image of God.

Position Statement

The Padua College Information Services Team, deliver a range of services, programs and spaces that enable learners to progress and achieve.

The Teacher Information Resourcing collaborates within a team to support learners to access a diverse range of information resources and educational experiences needed to be successful at each phase of their learning. Understanding the changing landscape of learning, information and 21st Century skills the role holder provides thought leadership in the identification, design, and delivery high quality information services and innovative pedagogies in the College.

All Teachers, including the Teacher – Information Resourcing, are expected to demonstrate leadership through their professionalism, work habits, attitudes, and demeanours.

A Teacher is expected to:

- Demonstrate leadership throughout the College



Position Description

- Be a role model to students, staff and parents
- Demonstrate commitment to the teachings of St Francis and the Gospel values; and
- Show leadership in managing staff and students.

Health and Safety

In consultation with the College HR/Risk and Compliance Officer, ensure College WH&S policies are implemented to provide a safe and secure environment for the school community through the following strategies:

- Ensuring the safety of self and others;
- Assist and undertake fire and lockdown drills each semester
- Maintain good ethics and professionalism that will earn respect of all school community members and work colleagues;
- Maintain awareness and follow all WH&S and Risk Management policies and procedures.
- Conduct workplace accident and incident investigations as required.
- Complete all risk assessments and maintain competency

Spiritual Life

- Supporting the prayer and liturgical life of a Padua student,
- Encouraging the attendance of students at Friday Mass; and
- Developing self-confidence, self-esteem and self-discipline in students

Key duties

- Identify and design information resourcing solutions aligned to the Australian Curriculum, QCAA and other learning providers.
- Collaborate with Learning Area Leaders and stakeholders to develop dynamic, inquiry-based teaching and learning opportunities that support the College Learning Framework.
- Co-plan and co-teach learning experiences that develop critical literacy skills relevant to the phase of learning.
- Support the identification, planning and embedding of innovative learning technologies in classroom learning and teaching.
- Support learners to development of the information fluency skills relevant to their phase of learning.
- Apply knowledge of contemporary information resourcing trends resourcing practices the design and delivery of the library programs, services, and spaces.
- Collaboratively contribute to the responsible development and management of a diverse range of print and electronic collections to support the academic and recreational needs of learners.
- Foster a culture of reading by engage students in reading for learning and recreation to
- Supporting the Program Leader Innovation and Information in the delivery a range of learning opportunities during and beyond the school day (Learning Nest and self-directed learning opportunities)
- Contribute to the ongoing positioning of Padua Library as a hub of innovative, high quality and impactful learning opportunities informed by the gathering of evidence as required by the Program Leader Innovation and Information.
- Apply a working knowledge about copyright, intellectual property and licencing as required.



Position Description

Other Duties

- o Any other duties or tasks as assigned by the Rector or Program Leader – Innovation and Information.

Qualifications

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position are required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

Minimum Requirements

- o Bachelor of Education or equivalent
- o An appropriate qualification in Information Resourcing or suitable experience in resourcing teaching and learning.
- o Current Queensland Teacher Registration
- o Qualify and maintain a recognised First-Aid

certificate Key Selection Criteria

- o Experience in identifying, designing, and delivering information resources to enhance teaching and learning across Years 5 - 12
- o The ability to work accurately, flexibly, and efficiently
- o The ability to prioritise where there may be multiple competing tasks
- o Experience in leading best practice information resourcing and learning practices
- o Demonstrated understanding of the importance of positive relationships with a focus on restorative practices.
- o Demonstrated involvement and commitment to quality professional

development Commitment

- o Commitment to the ethos of Catholic Education
- o Commitment to the Mission and the ethos of the Franciscans
- o Commitment to professionalism and competence in behaviour and work
- o Commitment to pastoral care of

students Personal Attributes

- o Demonstrated empathy with young persons
- o Demonstrated ability to work in a diverse and collaborative team environment
- o Presenting Padua College in a light which reflects the Franciscan ethos

Delegation During Absence

In the absence of the Information Resourcing Teacher Information Resourcing the key responsibilities and authorities will be delegated by the Program Leader – Innovation and Information or Rector.

The Application Process

The College requirement to apply is as follows:

Application Submission

All applicants are to be addressed to:

Mr Peter Elmore



Position Description

Rector

All internal applications are to be submitted through cperrett@padua.qld.edu.au and include:

1. A cover letter (maximum 2 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in a relevant activity.
2. A full resume, including;
 - your full name and title;
 - postal address, email address, telephone number(s) for both during and after work hours;
 - your educational qualification relevant to the duties and selection criteria for the position;
 - your relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, positions held, length of time in each position, major duties, responsibilities and achievement;
 - membership of relevant professional associations and clubs.
 - The names and telephone numbers of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria.

Acknowledgement

You will receive an email acknowledging your application and detailing the shortlisting and interview timeframes.

Selection process

Short-listed candidates are contacted to arrange a time to meet with the selection panel for an interview. Candidates short-listed from the first interview may be required to come back for a second interview and/or further recruitment activities. As part of the interview process for teaching staff, short-listed candidates may be asked to demonstrate their teaching by the applicant being a 'guest teacher' at the College.

Reference Checks

A minimum of one reference checks is undertaken. The selection panel will discuss your application with your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the Principal's discretion.

Pre-employment compliance checks

All candidates are required to undergo a screening process prior to appointment and successful candidates must comply with school policies and relevant legislation relating to student protection and wellbeing.

The College reserves its right to undertake additional pre-employment checks to support the commitment to recruiting the highest quality employees and considering the specific needs of each role.

Questions Please speak with Simon Stower and Claudette Perrett



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