

*"We are a Catholic community of welcome,
connecting faith, family & education."*



POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Name:

Key Teacher Role: R-12 Gifted Education Coordinator

Release: Negotiable

POR Level: 2

Appointment: Commencing ASAP and concluding 31 January 2027

Campus: All

POSITION OVERVIEW

The R-12 Gifted Education Coordinator plays a pivotal role in fostering an enriching and inclusive learning environment. Working collaboratively with colleagues, parents/caregivers, and other personnel, you will lead initiatives that empower gifted learners to reach their full potential. Your work will align with CESA's Living Learning Leading Framework, empowering students to become thriving people, capable learners and leaders for the world God desires. You will use an evidence-based approach in a culture of high expectation and continuous improvement to strengthen students' learning and wellbeing outcomes.

KEY WORKING RELATIONSHIPS (INTERNAL)

- Principal
- College Deputy Principal
- Deputy Principals – Heads of Campus
- R-12 Head of Inclusion and Support
- Heads of Teaching and Learning
- Leaders of Teaching and Learning
- Heads of Student Wellbeing
- Year Level Coordinators
- Learning Support Coordinators
- Pathways and Partnerships Team
- SACE, AIF and WPP Coordinator
- Key Teachers
- Staff
- Students
- Parents/caregivers

KEY RESPONSIBILITIES/DUTIES

As R-12 Gifted Education Coordinator at Nazareth, you will work in accordance with the Vision, Mission, and Values of the College and Aspirations of the Nazareth Strategic Plan.

- Promote the Catholic ethos and identity of the College in all aspects of the role.
- Work in collaboration to lead a whole College approach to the identification, support and capacity building of children, young people, staff and families which aligns with CESA strategy and Gagne's (2009) Differentiated Model of Giftedness and Talent.

Identification of gifted learners

- You will work in collaboration with others in relation to the identification of gifted learners
- You will support in determining a clear process of identification which uses multiple measures across a range of domains. This would include the following:
 - PAT/NAPLAN
 - Subject Grades
 - AGAT
 - Psychology reports
 - Teach referral
 - Parent referral
 - Characteristics checklist

Ensure that identification process should ensure that students who are considered twice exceptional are represented

- Liaise with parents of incoming enrolments who are identified as gifted.
- Manage Identified students' PPLs.
- Assist with subject selection and counselling where required.
- Ensuring that social emotional needs of children and young people are key in any identification process or recommendations

Staff capacity building

- Support staff to best extend gifted students in their subjects.
- Liaise with outside agencies, in particular Catholic Education Office consultants, regarding students with identified needs.
- Work in collaboration with key staff including the Heads of Teaching and Learning, Head of inclusion and Support, Leaders of Teaching and Learning, Learning Support Coordinators, SACE, AIF and WPP Coordinator, Leaders of Teaching and Learning, Heads of Wellbeing, Year Level Coordinators and Key Teachers.
- Support staff respond to each learner's needs using differentiated instruction methodologies.
- Assess and collate data of gifted students, making staff aware of their talents and curriculum needs.

Leading and supporting with Enrichment, Extension and Acceleration provisions

- Organise and facilitate incursions/excursions and learning opportunities for gifted students.
- Work with leaders of teaching and learning to facilitate programs/courses utilising external agencies.
- Facilitate extension activities – e.g. ICAS, and others that may be relevant to our students and context
- Provide information to staff and parents for acceleration of students.

You will

- Develop and maintain positive and effective working relationships.
- Establish structures and processes to achieve a positive, productive learning environment.
- Ensure all spending occurs within the allocated budget.
- Apply current curriculum knowledge and contemporary teaching methods which facilitate successful learning.
- Provide a balanced and challenging program relevant to the needs of each student.
- Ensure confidential information is handled appropriately.
- Carry out other duties as determined by the Principal, College Deputy Principal and Deputy Principal – Flinders Park Head of Campus.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As the R-12 Gifted Education Coordinator and Teacher at Nazareth, you will:

TEACHING AND LEARNING

- Contribute to a culture of academic excellence in the quality and delivery of the programs, assessment tasks, and feedback.
- Demonstrate sound knowledge and skills in contemporary and inclusive pedagogies that promote engagement and learning for all students.
- Ensure that programs meet the needs, interests, and abilities of all students.
- Support students with additional needs, working closely with the Learning Diversity staff.
- Work towards undertaking a Graduate Certificate in Gifted and Talented Education
- Plan, teach, and assess authentic and differentiated learning experiences in alignment with the Australian Curriculum and the SACE.
- Maintain a positive learning environment, ensuring the development of appropriate learning experiences.
- Be committed to and undertake personal and professional development to implement contemporary and innovative practice to enhance student learning.
- Keep abreast of significant teaching and learning developments and make necessary changes to programs and/or pedagogy considering these developments.
- Ensure that all programs, necessary resources, and assessments are on SEQTA, that SEQTA is up to date and results are visible to students and families via the SEQTA portals.
- Meet assessment and reporting timelines.
- Prepare subject learning plans and outlines which meet the requirements of the College, the Australian Curriculum, and the SACE.
- Work as part of a team to ensure units of work are developed in line with changes to curriculum.

ASSESSMENT AND REPORTING OF STUDENT LEARNING

- Provide reviews of the varying learning programs and their effectiveness in promoting successful outcomes for students.
- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to monitor learning processes regularly.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- Provide students with regular positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide families and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

CODE OF CONDUCT AND PROFESSIONAL RESPONSIBILITIES

- Always adhere to Catholic Education Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Always adhere to the Safeguarding Catholic Professional Standards.
- Always adhere to the Protective Practices for staff in their interactions with children and young people.
- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Understand the employer's requirements and act in accordance with SACCS (South Australian Commission for Catholic Schools) and the College's policies, guidelines, and procedures.
- Enhance the College's relationship and reputation with external individuals and organisations, through positive interactions and communication.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.
- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties, including yard duty, diligently.
- Complete administrative tasks accurately and on time.
- Maintain high standards of professionalism and high expectations.
- Be willing to participate in all aspects of College life and to develop positive relationships with students, families, colleagues, and the wider Nazareth community.

OTHER PROFESSIONAL ACTIVITIES (OPA):

- Teachers are required to attend meetings, learning conversations and other agreed professional activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

CURRICULUM EXTENSION ACTIVITIES (CEA):

- Staff are required to contribute time to CEA activities in accordance with the current South Australian Catholic Schools Enterprise Agreement.

STUDENT WELLBEING AND PERSONAL RESPONSIBILITY

- Demonstrate a sound understanding of student wellbeing and pastoral care.
- Develop positive relationships with students and families, ensuring frequent and timely communication, and keep families informed regarding any matters of concern or celebration.
- Support an environment in which every student is known, valued, feels safe and has someone with whom they can talk.
- Apply student personal responsibility strategies, in line with College policy, to re-establish positive expectations, behaviours and relationships.
- Engage and participate with the Nazareth Wellbeing Program.
- Consistently maintain behavioural expectations.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of CESA's Building Respectful Relationships: Behaviour Education and Student Behaviour Support Policy.

- Negotiate and implement consequences (in line with College processes and policies) if expectations are not adhered to.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.

Additional requirements

- Current clearance to work in Catholic Education SA - Teachers Registration.
- Electronic screening clearance to work in Catholic Education SA.
- Relevant first aid training.
- Approved 'Responding to Abuse and Neglect' qualifications.
- Annual sign off is required for:
 - CESA Code of Conduct
 - Protective Practices
 - Nazareth ICT Agreement.

WORK HEALTH AND SAFETY

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 27 and 28 WHS Act 2012