



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



ST MARY'S
Catholic College

St Mary's Catholic College, Woree

Responsible Thinking Process Officer

Part Time Permanent Term Time Position

35 Hours Per Week

Commencing: 26 January 2019

Applications Close: 5.00pm, Wednesday 21 November 2018

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education;
- Be eligible for or hold a Working with Children Blue Card;
- Be fully committed to creating and maintaining a child safe organisation.

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

5. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

Submit To: Principal
St Mary's Catholic College Woree
QLD 4870
Ph: (07) 4044 4200
Fax: (07) 4054 6617
Email: principal@smcc.qld.edu.au

You will receive confirmation of receipt of your application.



Employment Application Form

Position Applied For:

PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other

Surname:

Given Names:

Preferred Name:

Residential Address:

Post Code:

Postal Address: As Above

Post Code:

Home Phone:

Mobile:

Email:

Religion:

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, experience and competency. Please list three referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church representative/ Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Referee 2 (Employer)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

Referee 3 (Church Representative)

Referee 4 (Other Professional)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be requested to complete a Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature.

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:

Please indicate how you became aware of this vacancy:

CES Website

Facebook

Teachers on Net

SEEK

The Catholic Leader

Newspaper: Please specify:

Other: Please Specify:



POSITION TITLE:	School Officer – Responsible Thinking Process Officer
SECTION:	Student Learning
REPORTS TO:	Assistant Principal Student Wellbeing
CLASSIFICATION:	School Officer - Level 5
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Youth Assistance College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

PURPOSE OF THE ROLE

The Responsible Thinking Process Officer is a new role in the College and as such is offered for a 1 year term before being reviewed within the context of the College's plan for student support. The role is envisioned to become permanent with possible adjustment of duties to meet the College's needs as identified by the principal.

The main purpose of the Responsible Thinking Process Officer is to manage data, communication and student learning in relation to students who are referred to the Responsible Thinking Classroom after disrupting the learning of other students during their regular timetabled lessons. The purpose of the role is also to lend administrative support to the Pastoral Care Team and to teach and keep other staff informed of correct procedures in relation to the Responsible Thinking Process.

Reporting to the Assistant Principal, Student Wellbeing, the Responsible Thinking Process Officer will liaise closely with Pastoral Leaders including Heads of Year and College Counsellors.



ESSENTIAL DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

Competency:

- Self-directed application of knowledge with substantial depth in some areas
- A range of technical and/or other skills are applied to roles and functions in both varied and highly specific contexts
- Competencies are normally used independently and both routinely and non-routinely
- Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organization for self and/or others.

Supervision of Employees:

- Work under general supervision and/or broad guidance depending on function.

Supervision of Others:

- Responsibility for the planning and management of the work of others may be involved.
- Supervision and training of lower level staff may be involved.

Qualifications:

- Tertiary qualifications at Associate Diploma level or equivalent, or at Certificate IV level or equivalent with a minimum of 3 years industry experience. Relevant qualifications include Youth Work or Social Work.

Typical Duties/Skills for Employees Assisting Student Learning:

- Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: developing the framework for and providing the instruction to students (within a structured learning environment) under the general supervision of an pastoral staff member(s); providing pastoral ministry and support for students; family liaison.

Regular Specific Duties:

- Maintain the Responsible Thinking Classroom (RTC) ensuring adequate supplies of stationery and supportive materials
- Supervise student learning and assist students to reflect upon their decisions/actions and make plans to make better decisions
- Ensure students know and adhere to the behavioral procedure for the RTC and maintain quiet self-reflecting atmosphere - seek support from the Assistant Principal of Student Wellbeing as necessary
- Assist students to follow the Responsible Thinking Process including reflecting on behavioral choices and planning to negotiate with teachers for re-entry to class after referral
- Supervise students in weekly Afterschool Detention period
- Complete and maintain electronic records
- Notify parents, caregivers, teachers, and pastoral team of student referrals
- Monitor electronic records and keep pastoral team informed of trends
- Assist teachers to correctly use the Responsible Thinking Process including individual feedback and presentation to large groups
- Attend student support meetings where necessary
- Monitor whole school attendance, identify students with high absenteeism and consult with Pastoral Team about courses of action



ST MARY'S
Catholic College

- Prepare and send communication to parents/caregivers regarding pastoral concerns such as Responsible Thinking Classroom referrals, absenteeism and uniform concerns.
- Train other staff in essential skills necessary to manage the Responsible Thinking Classroom in absences
- Manage agenda, attend and take minutes for Pastoral Team Meetings
- Assist the Pastoral team with various administrative tasks as time permits

Other requirements:

- Maintain appropriate behaviours when engaging with children
- Be able to relate to students who choose non-compliant behaviors, who have emotional and/or mental health difficulties, who become angry, and/or who are resistant to learning and intervention
- Be firm to College expectations yet compassionate to students who do not meet them
- Effective communication and time management skills
- Proven ability to learn and effectively use record keeping software and Microsoft applications including Word and Excel

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications to demonstrate the range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Frequent use of telecommunication and electronic equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Promote child safety at all times
- Unless exemption applies, staff are required to hold a current Working With Children Blue Card or be eligible
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Associate Diploma level or Certificate level with demonstrated relevant industry experience in the areas of Youth Work, Social Work or other related areas. Other qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- Previous experience with the Responsible Thinking Process (Ed Ford/Perceptual Control Theory) in a school environment is an advantage, but a demonstrated ability and willingness to quickly develop new knowledge and skills is essential
- Demonstrated ability in assisting developmentally appropriate learning for individuals and/or groups



- Demonstrated ability to use discretion and judgment when working with young people, their families and professional organisations
- Demonstrated success in achieving outcomes individually and in teams
- Strong communication skills in one to one scenarios as well as in team environments

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

ADDITIONAL INFORMATION

The incumbent will need:

- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

Signature:

Date:
