



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



St Andrew's Catholic College, Redlynch **Head of Department - English - Senior Years**

Full Time Permanent Teacher Position
Fixed Term (Tier 2C) Middle Leader Position
Commencing: 19 January 2019

Applications Close: 5 00pm, Wednesday 10 October 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 registered or be eligible to register with Queensland College of Teachers;
- Be fully committed to creating and maintaining a child safe organisation;
- Have an excellent teaching record;
- Have experience in teaching Senior Years English;
- Have an ability to work as part of a collaborative team;
- Have highly developed organisational skills and interpersonal skills.

**Please read the attached role description for more information about the
role 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: Mr Lee MacMaster
Principal
St Andrew's Catholic College
Redlynch QLD 4870
Ph: (07) 4039 5200
Fax: (07) 4039 5255
Email: hr@standrewscc.qld.edu.au

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title: Mr Mrs Ms Miss Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS: AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

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, **safe guarding children**, experience and competency. Please list two 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)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an 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.

Catholic Education has zero tolerance for abuse. 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

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:

Position Description

*Head of Department - English
Senior Years (Year 10-12)*

POSITION TITLE:	Head of Department – English - Senior Years (Year 10 – 12)
POSITION DESIGNATION:	Curriculum Leader
REPORTS TO:	Deputy Principal, Head of Senior Years / College Principal
CLASSIFICATION:	Tier 2c (5 Units Remuneration + 5 Hours Weekly Release)
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 Flexible Learning 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 role of the Senior Years (10 – 12) English Head of Department is to support the mission of the school through leadership of the learning and teaching program. This involves developing appropriate curriculum in line with national, state and local requirements; ensuring that appropriate pedagogies are developed and implemented at all levels; ensuring the quality of student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform

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Head of Department - English
Senior Years (Year 10-12)

decisions; developing appropriate partnerships within and outside of the school; and prudently administering available resources.

ESSENTIALS DUTIES AND RESPONSIBILITIES

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

LEARNING AND TEACHING

- The leadership of designated curriculum area(s) taught in the school.
- The application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged in the area(s) of curriculum responsibility.
- Supervision of teachers engaged in the area(s) of curriculum responsibility.
- Induction of new teachers within the area(s) of curriculum responsibility (or supervision of induction where it is undertaken by another experienced teacher), and / or
- Pastoral care of staff engaged in the designated area(s) of curriculum responsibility, and / or
- Coordinating the development of endorsed assessment according to QCAA guidelines
- Keeping abreast of developments within the area of responsibility through on-going professional reading and research, and providing for the professional learning of staff in line with these developments.
- Engaging in professional discourse with staff on an individual and departmental basis through regular meetings.
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice.
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions.
- Contributing to the leadership of the school through active participation in staff and middle leadership meetings.
- Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds.
- Regularly communicating with stakeholders about issues of legitimate interest and / or concern.
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above.
- Coordination of student records in relation to results, endorsement and confirmation.
- Coordination of assessment, internal moderation and reporting programs, and the keeping of appropriate records.
- Coordination of curriculum documents via AndIE, a digital learning environment.

PASTORAL CARE

Creating and maintaining safe, supportive and caring environments. The Teacher:

- Facilitates personal development and social participation of the learner.

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- Demonstrates effective behaviour management practices.
- Provides for the physical, social, cultural and emotional well-being and physical safety of students.
- Enhances student development towards effective citizenship and responsible adulthood, through participation in
- planned and extra curricula activities
- (In accordance with the National Professional Standards for Teaching, Number 4)

PROFESSIONAL GROWTH

Engaging in professional learning and reflection. The Teacher:

- In consultation with the leadership team of the school or a nominated support person, regularly monitors the effectiveness of the teaching / learning program.
- Participates in and supports professional learning.
- Implements knowledge, skills and strategies gained from professional learning.
- (In accordance with National Professional Standards for Teachers, No 6)

PARTNERSHIPS

Engaging professionally with colleagues, parents/carers and the community. The Teacher:

- Participates in collaborative development and evaluation of curriculum, school policies and procedures.
- Establishes and maintains appropriate interpersonal relationships within the school, as well as between the school and community, particularly in regard to the Diocesan 'Code of Conduct'.
- Is aware of and actively supports school and Diocesan policies.
- (In accordance with National Professional Standard, Number 7)

SPECIFIC TASKS

- Investigate trends in curriculum development in relation to specific curriculum area (English) and report back to the department;
- Establish set planning times for sharing of ideas and the organisation of the department;
- Establishment of induction documents associated with teaching within the English department;
- Set annual goals for the department in relation to professional development, resource acquisition, budgeting and student outcomes;
- Review staff goals bi-annually;
- Establish a Professional Development action plan for all staff within the department;
- Act as a mentor for staff in relation to behaviour management, curriculum expertise, effective teaching and learning strategies and administrative tasks;
- Provide feedback to staff regarding classroom observation (once per term);

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Senior Years (Year 10-12)

- Formulate a department budget that meets the KPI as set by the Business Manager;
- Establish partnerships with the parent body and the local community in relation to academic achievement (competitions);
- Involvement in staff, middle leadership and parent meetings;
- Participate in parent evenings related to curriculum and subject selection;
- Responsible for the co-ordination of General and Applied syllabus in accordance with QCAA and Study Plan re ACARA guidelines. Responsible for submission of student work and results electronically to the Deputy Principal – Head of Senior Years;
- Establishment of assessment deadlines, monitoring of assessment instruments, providing modification to assessment where needed, overseeing and signing off on endorsed assessment; reviewing assessment items and issuing extensions when justified;
- Ensuring adequate feedback is provided to the students and parents via annotated comments on assessment items;
- Coordinate all assessment, internal moderation and reporting within the English Department;
- Analyse student outcomes across all levels of English and provide feedback to the Deputy Principal – Head of Senior Years of areas of excellence and concern;
- Ensure all assessment is stored electronically via the digital learning environment, AndIE, and that assessment instruments include cognitive verbs;
- Responsible for the coordination of data collection to formulate rankings via an R6;
- Supervise and monitor the quality of student learning that occurs within the classroom environment;
- Actively involved in development of an environment within the English Department that empowers staff to take ownership of student learning;
- Responsible for discipline issues associated with curriculum matters;
- Responsible for maintaining up-to-date information concerning publications related to the English curriculum (subject selection booklets, course overviews and unit plans);
- Liaise with the Middle Years - English Middle Leader Coordinator to develop comparability across the Year levels;
- Liaise with the Head of Department - Learning Support and Head of Department - English in relation to modified assessment and extension tasks;
- Liaise with the Indigenous Liaison Officer to ensure inclusivity occurs regarding language and cultural reference in assessment;
- Liaise with the Middle Years Head of Department – English in relation to cognitive verb usage in assessment and unit planning;
- Model effective teaching and learning pedagogy;
- Organise, participate and run English assistance programs within the Senior Years; and
- Implements and monitors the use of electronic submission of assessment via Turnitin;

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Senior Years (Year 10-12)*

- Monitor the departments use of the digital learning environment, AndIE;
- Maintain appropriate behaviours when engaging with children.

GENUINE OCCUPATIONAL REQUIREMENTS


- Share in the Church as a professional within the school faith community
 - Support the Catholic ethos of our schools
 - Participate in worship and prayer in our schools
 - Develop in students an appreciation and acceptance of Catholic values through teachings and by personal example, integrity and behavior
- Plan, prepare and implement for effective learning and teaching (Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5)
 - Appropriate knowledge to plan and prepare teaching and learning programs which meet the diverse characteristics, needs and learning styles of students, and are consistent with relevant curriculum and policies
 - Implement effective and inclusive teaching and learning processes, including the use of technology, to establish a challenging learning environment to encourage students to work toward their full potential
- Create and maintain safe, supportive and caring environments (Refer to National Professional Standards for Teachers, Number 4)
 - Communicate effectively with students including using appropriate interpersonal skills
 - Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment
- Engage in professional learning and reflection (Refer to National Professional Standards for Teachers, Number 6)
 - Model continuous learning through participation in professional development activities
 - Review and evaluate personal teaching practices to improve student learning
 - Engage with colleagues to discuss teaching practices to improve educational outcomes
- Engage professionally with colleagues, parents/carers and the community (Refer to National Professional Standards for Teachers, Number 7)
 - Comply with professional ethics and understanding
 - Understand the need to work collaboratively with school staff, parents and members of the wider community
 - to establish effective partnerships and achieve educational outcomes
 - Contribute to the school community

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Senior Years (Year 10-12)

- 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
- Adequate visual acuity necessary to demonstrate the required range of skills and tasks, and to ensure care of self and others
- Adequate auditory ability necessary to demonstrate the required range of skills and tasks, and to ensure care of self and others
- Ability to sustain physical and mental performance consistently to complete the range of skills and tasks required and to the required standard
- 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 necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Responds pastorally to human and interpersonal issues
- Leadership capacity - a broad vision that extends beyond subject boundaries, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
 - Work may be performed in an outdoors environment and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
 - Manoeuvring within the school environment appropriate to the position
 - Frequent use of telecommunication and electronic equipment
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Head of Department - English
Senior Years (Year 10-12)

MANDATORY QUALIFICATIONS AND REQUIREMENTS


- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Willingness to achieve Accreditation to Teach in a Catholic School and Accreditation to Teach Religion in a Catholic School (Teachers of Religious Education)
- Willingness to support and participate in the prayer, liturgy and sacramental life of the Church in the school community
- Promote child safety at all times
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements.
- Current drivers licence;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.

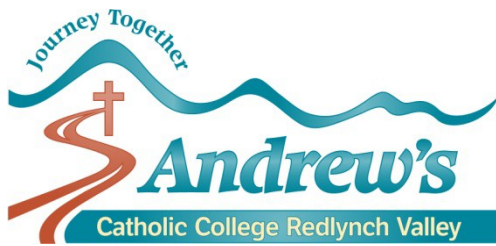
RELATED DOCUMENTS

- National Professional Standards for Teachers
- Policy – Accreditation to Teach and Accreditation to Teach Religious Education
- 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:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2010.
 - Teachers are covered under the Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019.
 - An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns;
 - A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.
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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:** _____

