



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*

**MacKillop**  
Catholic College



# **MacKillop Catholic College, Mount Peter**

## **Teacher - Secondary**

**Full Time Permanent Position  
30 Hours Per Week**

**Commencing: 18 January 2020**

**Applications Close: 12pm, Wednesday 24 July 2019**

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 fully committed to creating and maintaining a child safe organisation;
- Be registered or be eligible to register with Queensland College of Teachers.

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
  - Queensland College of Teachers
  - 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

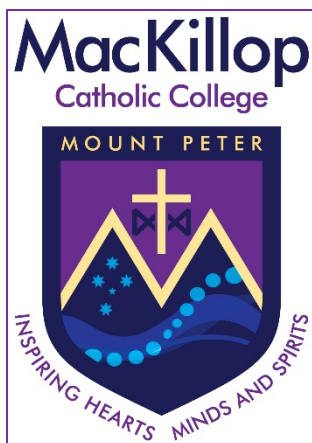
Do not bind/ place your application in a folder or submit original copies of documentation.

**Submit To:** Mr Luke Reed  
College Principal  
MacKillop Catholic College

Ph: 07 4045 5262

Email: [hr.mountpeter@cns.catholic.edu.au](mailto:hr.mountpeter@cns.catholic.edu.au)

You will receive confirmation of receipt of your application.



**Mackillop Catholic College, Mount Peter** is embarking on an exciting phase in its development as a P-12 College: the commencement of **secondary education beginning with Year 7 in 2020.**

As a Catholic College in the Josephite tradition, **our mission is an expression of Jesus' mandate** to promote the holistic developmental growth of each individual, in the context of a hope-filled community.

**WE ARE NOW SEEKING HIGHLY MOTIVATED, INNOVATIVE AND TALENTED EDUCATORS TO JOIN OUR TEAM.**

Our education philosophy is predicated on engaging students in rich subject-area and inter-disciplinary learning experiences. This approach intends to **build students' capacities and personal agency** across subject disciplines, with regular opportunities to apply skills and knowledge in **authentic, collaborative, and inquiry driven learning experiences.**

It is imperative that our **educators are committed to excellence** in collaborative curriculum development, engaging pedagogy, and collective planning, presentation and review of the curriculum. Together, teachers take communal responsibility for the learning and wellbeing each student.

Our College has been purposefully planned with **agile learning environments** to meet learners' emerging and differentiated needs. Our team of educators will create opportunities to purposefully activate learning spaces to enliven student learning experiences and build the capacity of the young people in our care.

As a College with the needs of 21<sup>st</sup> century learners at its heart, we are committed not only to the physical learning space, but the digital environment also. Our team of educators will be digitally literate, adept in the use of the Microsoft suite, and are committed to the continual growth of their skills in this area.

We have several designated **leadership roles** to offer as we bring our Secondary team together. These leadership roles not only animate our learning and pastoral activities, but also **model for students other-centered Christian servant-leadership.** Leadership roles will be combined with a teaching component.

- Leader of Learning Diversity and Inclusion [TIER 1.2]
- Leader of Learning – HASS (encompassing the Learning Areas of English and the Humanities) [TIER 1.2]
- Leader of Learning – STEM (encompassing the Learning Areas of Science, Technology, Engineering and Mathematics) [TIER 1.2]
- Leader of Learning – ARTS [TIER 1.2]
- Leader of Learning - Co-Curricular [TIER 1.1]
- Leader of Wellbeing - Year 7 [TIER 1.2]

The **core of our team will be educators with specialised and demonstrated experience** in a combination of the following learning areas.

[These may be combined with a leadership role; as above]

- Religion: Religious studies, faith and spiritual development
- HASS/ English: English; History; Geography; Business; Civics
- STEM: Maths; Science; Technology
- HPE: Health and Physical Education
- Languages: Japanese
- The Arts: Dance; Drama; Music; Media Arts; Visual Art
- The Technologies: Digital Technology; Design and Materials Technology; Food Technology

# 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](http://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](http://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](http://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](http://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 TITLE:** *Teacher*

**REPORTS TO:** *Principal*

**CLASSIFICATION:** *Remuneration in accordance with the Catholic Employing Authorities  
Single Enterprise Collective Agreement – Diocesan Schools of Queensland  
2015-2019 (Available at [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au))  
Salary Range - \$70,080 to \$100,936 gross per annum (Full Time Equivalent)*

**AUTHORISATION:** *Executive Director*

## Overview

MacKillop Catholic College, a master-planned Prep to Year 12 College located in the growing southern corridor of Cairns, was established in 2016 with Prep-Year 3 classes. The College has developed progressively, adding additional year levels annually, and will commence secondary education in 2020 with Year 7, and the first Year 12 cohort graduating in 2025. Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21<sup>st</sup> century education to the young people in our community.

Teachers play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values
- offer the best quality pedagogy and curriculum for the creation and sharing of knowledge which is characterised by the good, the true and the beautiful.

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a new College, MCC utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individuated learning through inquiry, meta-cognition, collaboration and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. A teacher at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic Community, and seek to support the Josephite mission.

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### MacKillop Catholic College, Mount Peter

1 MacKillop Rd (Cnr Mount Peter Rd),  
Mount Peter QLD 4869  
**m:** PO Box 1027, Edmonton QLD 4869  
**p:** 07 4045 5262

**e:** [office.mountpeter@cns.catholic.edu.au](mailto:office.mountpeter@cns.catholic.edu.au)  
**w:** [www.mackillopcatholiccollege.qld.edu.au](http://www.mackillopcatholiccollege.qld.edu.au)  
**ABN:** 42 498 340 094

## Purpose of the Role

The foundation teachers will have a vital role in the next phase of strategic growth of the College. The role involves the day-to-day teaching of the secondary school curriculum, commencing with Year 7 and growing on a yearly basis. The Lower Secondary School (Year 7-9) curriculum will be delivered through a 'linked learning' approach across the grouped Learning Areas.

The role of the **Classroom Teacher** is to support the mission of the College through the enactment of the learning and teaching program. This involves: planning, preparing and delivering effective learning and teaching programs; contributing to the development and implementation of the College objectives and planning; ensuring that appropriate pedagogies are implemented in the classroom; contributing to the establishment and maintenance of a supportive school environment utilising thorough analysis of current data to inform decisions; and prudently administering available resources.

The **Classroom teacher** is expected to demonstrate excellence in the knowledge, understanding and research of their Learning Area, and will actively contribute to the holistic education offered at MacKillop Catholic College.

## Primary Duties and Responsibilities

### Take the Lead

- Embed and support the College's pedagogical framework for 21st century learning and teaching.
- 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

### Think it Through

- Co-develop, implement and promote a curriculum which prepares our students for active global citizenship and includes the College's mission, vision and values.
- Contribute to the innovative and collaborative design of 'linked' curriculum, planning and assessment appropriate to the designated Learning Areas
- Seek opportunities in the Learning Area to facilitate student engagement through Collaborative Inquiry and Project Based Learning.
- Use ongoing formative assessment and cycles of feedback to improve student outcomes.
- Use digital technologies for learning, teaching, collaboration, assessment and feedback.

### Work Together

- Supervise the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions.
- Work with parents and carers as active partners in their child's education
- Communicate regularly with stakeholders about issues of legitimate interest and/or concern.
- Create and maintain safe, supportive and caring environments (*Refer to National Professional Standards for Teachers, Number 4*)
  - Facilitate the prevention of child harm by recognising and responding appropriately

- 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 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

## Focus on improvement

- Actively engage in the College's commitment to continual improvement through informed research which leads to innovative practice.
- Identify and act on areas for improvement within the Learning Area/s
- Track the learning needs of all students and working collaboratively to ensure each student's educational outcomes are optimised.
- Apply contemporary learning and teaching research to classroom practice

## Reflect and Grow

- Keep abreast of developments within the area of responsibility through on-going professional reading and research
- Engage in professional activity through membership of professional associations and on-going professional development.
- 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

## Global duties and responsibilities

These are the typical duties and areas of responsibility that all teaching staff at the College are expected to uphold, and are aligned with the National Professional Standards for Teachers.

## Mission of the Church

- 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



## Learning and teaching

- Develops a relational platform as a basis for learning and teaching
- Understands the nature of the learner and the learning process and tailors teaching programs to meet the diverse needs of students
- Plans and prepares effective, quality learning and teaching programs and practices, which are consistent with the National Professional Standards for Teaching and diocesan and school based learning area plans and policies
- Maintains teaching competency and currency of knowledge of relevant curriculum programs, as required by school and Diocese, including Accreditation to Teach in a Catholic School (and Accreditation to Teach Religion in a Catholic School, as appropriate).
- Creates a nurturing and stimulating learning environment, which is inclusive, learner centred and academically challenging
- Demonstrates effective classroom management, which provides an environment that is conducive to learning
- Provides assistance to students with individual educational needs
- Assesses student performance (diagnostic, formative and summative) for developmental feedback and reporting purposes
- Maintains student records and samples of work and reports on student performance to students, parents, the school, diocesan and statutory authorities.
- Exercises professional responsibility in engendering a love of learning and developing lifelong learning
- Effectively uses ICT in learning and teaching

*(In accordance with National Professional Standards for Teachers, Number 1, 2, 3 & 5)*

## Student Wellbeing

- Facilitates personal development and social participation of the learner
- 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 co-curricular activities

*(In accordance with National Professional Standards for Teaching, Number 4)*

## Professional growth

- 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

- 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)*

## Genuine occupational requirements

- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with and regulate 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 (or commitment to obtain) in Microsoft 365 and a high level of general digital literacy
- Self-motivated, with the ability and commitment to work both effectively in a team and autonomously when required, to ensure that projects are achieved within defined timelines.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.

## 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.
- Driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.

## 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, as appropriate to role).
- 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 as per policy and procedures.
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements.
- Current driver's 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 capacity to develop:

- 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.

## Please note:

- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.
- The appointee to this position will be required to complete a period of 6 months' probation in accordance with The Fair Work Act 2010.

## 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:**