



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns

Acting Senior Education Consultant - Secondary Learning & Teaching

**Full Time, Fixed Term Position
Commencing: Term 2, 2019
Concluding: Term 4, 2019**

Teacher conditions available

Applications Close: 5.00pm, Monday 29 April 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: Ms Diane Street
Administration Officer - Learning & Teaching
Catholic Education Services Cairns
Ph: (07) 4050 9700
Email: dstreet@cns.catholic.edu.au

You will receive confirmation of receipt of your application.

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 TITLE:	Senior Education Consultant – Secondary
SECTION:	Formation, Innovation and Policy – Learning and Teaching
REPORTS TO:	Director – Learning and Teaching
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 Vision of the Catholic Education Community, *‘to offer quality Catholic education so that each person may know and come to identify more fully with the living Spirit of Christ’*, inspires and guides the professional roles of service and ministry to students, families and schools within a spirit of subsidiarity and co-responsibility.

This full-time position calls for an experienced educator with enthusiasm and commitment to provide leadership and future insight in the area of learning and teaching, particularly as it pertains to the secondary years. The role will work collaboratively both within the Learning and Teaching team which is focussed on formation, innovation and policy and across other CES teams.



ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Engage system and school Leaders in inclusive, innovative and future orientated educational practice that is grounded in research.
- Identify and conduct research in the areas of effective pedagogical practice, systematic curriculum delivery, cultures that promote learning, and diverse learning.
- Monitor legislation and identifies, develops collaboratively, and reviews policies, directions and guidelines to meet legislative requirements.
- Develop frameworks and other system documents to provide guidance for schools in the area of Learning and Teaching
- Develop and provide learning opportunities for CES and School Teams so as to share latest research in the areas of:
 - Culture that Promotes Learning
 - Systematic Curriculum Delivery
 - Effective Pedagogical Practices
 - Differentiated Learning and Teaching
- Actively promote, model, and facilitate collaboration across teams and programs to support the needs of the system and schools.
- Contribute to the culture of a flexible and dynamic organisation which is prepared to work across teams and professional disciplines to achieve strategic outcomes.
- Coordinate school-based networks such as senior and middle leaders of curriculum
- Collaboratively develop, promote and support the enactment of system improvement priorities
- Maintain appropriate behaviours when engaging with children

GENUINE OCCUPATIONAL REQUIREMENTS

- 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
- Ability to work within a number of system based software applications.
- Experienced and competent user of digital technologies in both classroom and facilitation contexts
- Capacity to plan, coordinate and deliver professional learning.
- Knowledge of 7-12 curriculum and pedagogy and understandings of how young people learn
- Ability to travel within the state and nation for meetings and conferences
- 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 environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Master's degree in Education and/or a post graduate qualification (or commitment to commence study)
- Registered or eligible to register with Queensland College of Teachers
- Have a minimum of 5 years' experience within the secondary context
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times

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:

- 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



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:** _____