



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns Consultant - Inclusive Education

**Fixed Term Position (3 year contract)
38 Hours Per Week
Commencing: Term 2, 2020 (negotiable)**

***This role holds a substantive permanent teaching position in
the Cairns Diocese***

Applications Close: 5pm, Friday 3 April 2020

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
- 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

Submit To: Mr Luke Brown
Director of School Effectiveness - Primary
Catholic Education Services
Cairns QLD 4870
Ph: (07) 4050 9700
Email: dgray@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:	Consultant – Inclusive Education
SECTION:	School Effectiveness Team
REPORTS TO:	Director School Effectiveness
CLASSIFICATION:	CES Office Salary Scale, Level 8 (\$114,104 to \$126,775 gross per annum)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine (29) schools including twenty (20) primary schools, two (2) Prep to Year 12 Colleges and seven (7) Secondary Colleges, which includes a Special 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 several significant and particular delegations that 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

This position calls for a highly experienced educator with enthusiasm and commitment to work in a challenging and rewarding role, providing Catholic educational leadership for learning and teaching services through coordination, advocacy, representation and delivery of services to support the Mission of Catholic Education in the Diocese of Cairns.

In this role the Consultant will assume responsibility for supporting school leadership to ensure that school staff identify and address the learning needs of individual students, including high-achieving students.

Primarily, the role works with a portfolio of schools, drawing on expertise and currency of practice. The role holder in partnership with schools and the School Services Team will develop and implement a comprehensive professional learning program to enhance the professional capacity of staff.

It is intended that the Consultant will:

- Model and promote a strong commitment to the Catholic ethos, mission and objectives of Catholic education.
- Provide leadership and direction in the ongoing strategic development of a Catholic professional learning community.

- Support school and system priorities through the development and implementation of relevant programs and partnerships in collaboration with the Director School Effectiveness and key staff in supporting schools.
- Assist with the implementation of the strategic intent for the School Effectiveness Team in supporting the delivery of school SAIPs.
- Contribute to the development of the School Effectiveness Team budget.
- Proactively and overtly support Diocesan initiatives.
- Model exemplary ethical behaviour and exercise informed judgements in all professional dealings with students, colleagues and the community.

The Consultant performs the role cognisant of, and in harmony with, the vision, mission and values of Catholic Education in the Cairns Diocese. The role holder is a staff member of Cairns Catholic Education Services and contributes to the culture and work in a spirit of collaboration and subsidiarity.

Discretion, judgment and consultation are required in planning professional functions related to services, operations and processes. Duties are performed under the general guidance of the Director School Effectiveness in collaboration with schools and other Catholic Education staff as required.

The role holder has co-responsibility and co-accountability to improve learning and wellbeing outcomes for all students in our Catholic schools and colleges in the Diocese.

One of the key purposes of the role is to build the capacity of staff in CES, schools and colleges.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supporting school leadership and teachers to select and develop teaching strategies to improve student learning using knowledge of the physical, social and intellectual development and characteristics of students.
- Supporting relevant school staff to evaluate the effectiveness of learning and teaching plans and programs differentiated for the specific learning needs of students across the full range of abilities.
- Support school staff to monitor and evaluate the implementation of teaching strategies within the school to improve students' achievement in literacy and numeracy using research-based knowledge and student data.
- Lead and support colleagues selection and use of ICT with effective teaching strategies to expand learning opportunities and content knowledge for students across the full range of abilities.
- Demonstrate exemplary practice and high expectations in leading colleagues to encourage students to pursue challenging individual goals in all aspects of their education.
- Work with colleagues to review, modify and expand their repertoire of teaching strategies to enable students with diverse needs to use knowledge, skills, problem solving and critical and creative thinking.
- Demonstrate and lead by example inclusive verbal and non-verbal communication using collaborative strategies and contextual knowledge to support staff.
- Assist school leaders and staff to provide productive and inclusive learning environments across the school by reviewing inclusive strategies and exploring new approaches to engage and support all students, in keeping with the School Effectiveness Framework.
- Support school leaders and staff who lead and implement behaviour management initiatives to broaden their range of strategies.
- Assist school leaders to evaluate school assessment policies and strategies to support colleagues with using assessment data to diagnose learning needs, complying with curriculum, system and/or school assessment requirements and using a range of assessment strategies.
- Support school-based processes relevant to Personalised Learning Plans (PLPs), Reviews, Transition plans/programs and supported enrolments.



- The Inclusive Education Teacher also leads in the development and maintenance of supportive school environments in which students with disability are equally valued and challenged as learners.
- Assist school leaders to evaluate and revise reporting and accountability mechanisms in the school to meet the needs of all students, parents/carers and colleagues.
- Implement professional dialogue within the school or professional learning network(s) that is informed by feedback, analysis of current research and practice to improve the educational outcomes of students.
- Advocate, participate in and lead strategies to support high-quality professional learning opportunities for colleagues that focus on improved student learning for all students.
- Work with school leadership to support colleagues' compliance with, and understanding of, existing and new legislative, administrative, organisational and professional responsibilities including;
 - i. Enrolment processes,
 - ii. NCCD,
 - iii. Verification,
 - iv. Disability Standards for Education,
 - v. Curriculum Pedagogy Assessment and Reporting (CPAR).
- Collaborate with school leaders in the development/review of school plans, processes and policies to support the engagement and full participation of students with disability and ensure compliance with legislative and/or system policies, as required in the School Effectiveness Framework.
- Assist school leadership to identify, initiate and build on opportunities that engage parents/ carers in both the progress of their children's learning and in the educational priorities of the school.
- Take a leadership role in professional and community networks and support the involvement of colleagues in external learning opportunities.
- Other duties as delegated by the Director School Effectiveness and/or the Executive Director
- Maintain appropriate behaviours when engaging with children.

SHARED ACCOUNTABILITIES AND COLLABORATION

The role holder will:

- Carry out the role with demonstrable, regular and sustained collaboration to deliver common projects with members of School Effectiveness Teams and the Directorates of Learning and Teaching, Leadership and Professional Learning, Student Wellbeing and Diversity, Identity and Outreach and school personnel so as to support the needs of the system.
- Play a key role in the Diversity collaborative, drawing on a deep and current knowledge of school context and a constantly evolving body of evidence to contribute to the planning of the collaborative's forward agenda.
- Collaborate with other staff, groups and external consultants in order to plan for, critique and facilitate meeting the needs and priorities of the system.

GENUINE OCCUPATIONAL REQUIREMENTS

- Demonstrated experience with the development and implementation of programs, associated teaching strategies and provide services to support the needs of students with a disability in an education setting.
- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly
- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly.
- Ability to work across CES teams and communicate and report on agreed initiatives.
- Ability and commitment to work in a collaborative team environment.
- Effective leadership and management skills.
- Excellent relational skills.
- High level of ability to communicate, consult and negotiate.



- Capacity to accept responsibility for own work.
- Experience and competency in the use of digital technologies.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain a high level of confidentiality.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Commitment to creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.
- Facilitate the prevention of child harm by recognising and responding appropriately.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom 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

The role holder will have:

- A demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Demonstrated leadership experience and effectiveness in meeting the needs of diverse learners.
- A Master's degree (or equivalent) in a relevant discipline, working towards completion or willingness to commence.
- An ability to build positive relationships within professional learning networks that affect improvement in learning.
- Ability to work across a range of educational contexts.
- A demonstrated ability to communicate at all levels of the school community
- Current Queensland College of Teachers Registration or the ability to obtain such.
- A current motor vehicle driver's license and be able to travel within and beyond the diocese.
- A demonstrated commitment to maintaining child safety at all times.

RELATED DOCUMENTS

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2010.

The role holder will possess:

- 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:** _____