



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



Good Counsel College, Innisfail

Teacher - Mathematics

**Full Time Permanent Position
30 Hours Per Week
Commencing: 18 January 2020**

Applications Close: 5.00pm, Monday 18 November 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 Cathy Barrett
The Principal
Good Counsel College, Innisfail
Ph: (07) 4063 5300
Email: lhodderona@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:	Teacher - Mathematics
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015-2019</i> (Available at www.cns.catholic.edu.au) Salary Range - \$70,080 to \$100,936 gross per annum (Full Time Equivalent)
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 Classroom Teacher is responsible for promoting the mission and ethos of the College through providing quality teaching and learning opportunities within a Catholic model of care for students and by participating in prayer and the liturgical life of the College, and modelling of appropriate standards of behaviour.

The Classroom Teacher is responsible for creating a positive and disciplined learning environment: in the classroom, in extra-curricular activities and in interacting informally with students. In this way, the classroom teacher facilitates an education journey so that each student is challenged to grow in knowledge and maturity, according to their potential, in the spiritual, academic, physical and social aspects of their life.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Classroom teachers are responsible for developing and maintaining a positive and effective learning environment through:

- well-prepared and varied lessons, which cater to the range of student abilities and interests.
- setting of realistic and challenging academic standards for student performance.
- presenting challenging learning activities and a realistic and consistent program of student homework.
- incorporating a variety of appropriate pedagogies and information communication technologies into teaching and learning strategies.
- prompt and comprehensive attention to student work submitted for marking and supervision.
- demonstrating knowledge, competence and confidence in the relevant subject discipline.
- demonstrating an active commitment to their own professional development as a teacher through interest and attendance at appropriate in-service courses, commitment to a program of professional study and/or reading, and ongoing links with relevant Professional Associations.
- maintaining a knowledge of and applying consistently, the policies, guidelines and procedures of the College and relevant subject departments, Cairns Catholic Education and the Queensland Studies Authority.
- providing data in relation to each student required for the College recording and reporting system in a professional and timely manner.
- maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the College Discipline Policy and Procedures and attention to rostered duties, e.g. Yard supervision, examination supervision and excursions.
- ensuring that all Duty of Care, Child Protection and Workplace Health and Safety policies and procedures are applied and followed.
- modelling for students and colleagues ethical, professional and appropriate moral standards of behaviour, presentation, communication and interactions.
- Maintain appropriate behaviours when engaging with children.

The role of a classroom teacher is diverse and challenging and includes:

- working collaboratively with colleagues and the relevant head of Department or Subject Coordinator to participate in curriculum planning and the development of work programs, unit outlines, learning activities and assessment instruments and marking.
- preparing and delivering well planned and effective lessons which cater for a range of learning styles to diverse groups of students.
- supporting Year Coordinators and the College Administration in the management of each year group and referring matters of concern in relation to students to the relevant Year Coordinator.
- implementation of the College Student Support and Pastoral Care programs through following procedures and processes consistently, building rapport with individual students, encouraging the growth of self esteem in each student and identifying academic and personal issues which are impacting on the growth and development of each student.
- providing professional and timely communication with the College Administration and Coordinators, Colleagues, parents, care givers and students.
- completing administrative and curriculum tasks accurately and on time including all required record keeping.
- participating in and contributing to an area of extra-curricular activities such as sporting and/or cultural and/or mission and/or academic endeavours.
- undertaking supervision duties as allocated and required in a professional and diligent manner.
- attending scheduled staff briefings, meetings, parent teacher interviews and other learning area and pastoral meetings as required.
- other duties as outlined and agreed with the Principal or appropriate middle manager.

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*)
 - 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 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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- 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



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
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective 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 (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

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:** _____