



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns

Student Protection Officer

Fixed Term Position

5 Year Contract

38 Hours Per Week

Commencing: 14 October 2019

Applications Close: 5.00pm, Thursday 19 September 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 eligible for or hold a Working with Children Blue Card.

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. Selection Criteria (Maximum 2 Pages)

Address selection criteria as outlined in the position description.

QUICK TIP

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

6. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Supporting Documentation
- Selection Criteria

Submit To: Mr Mark Pollock
Manager Professional Standards
Catholic Education Services, Cairns
Ph: (07) 4050 9700
Email: professionalstandards@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:	Student Protection Officer
SECTION:	Professional Standards
REPORTS TO:	Senior Student Protection Officer
CLASSIFICATION:	CES Office Salary Scale, Level 7 (\$100,882 - \$111,532 gross per annum)
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 Student Protection Officer works within Professional Standards within Catholic Education. Protection for children and young people is based upon the belief that each person is made in the image of God, and that the inherent dignity of all should be recognized and fostered within community. A commitment to the protection of children and young people and upholding of their right to a safe and secure environment throughout our educational communities is valued.

This role whilst based at Catholic Education Services will involve the facilitation of programs and working relationships across Diocesan schools and colleges. Connection with schools will be consistent and regular. The nature of accessibility and visits will cover the spectrum of office-based implementation of procedures, consultative visits, workshops for students, staff and parents, and community liaison with State bodies and community groups.

This role will build the capacity of school communities and the broader Cairns Catholic Education system to recognise, understand, address, monitor & report student protection issues as an integral part of the safety, security and well-being of students.

This role reports directly to the Senior Student Protection Officer and provides support in ensuring legislative and organisational compliance is met. The role will work in close collaboration within Catholic Education Services with

Principals, Directors -School Effectiveness, Student Counsellors, and State Agencies. The role will also work in close collaboration with staff re curriculum resources and programs in this area.

Key Result Areas

- **Support the Executive Director and Catholic Education Services staff in the area of Student Protection**
 - Work with various staff to plan and develop overall preventative and risk management strategies that assist Cairns Catholic Education to comply with relevant legislation
 - Liaise with Directors of School Effectiveness regarding the reporting and management of child protection matters, and the ongoing professional development of school staff
 - Liaise and collaborate with multi-disciplinary student services staff and schools in focusing on student wellbeing
- **Support Principals and school staff with regard to managing and reporting student protection and wellbeing matters**
 - Provide support to Principals and staff as appropriate at the disclosure and intervention stages and during investigation procedures
 - Assist in crisis intervention and assessment of student abuse in cooperation with the Principal and/or staff member
 - Support staff in the ongoing management of suspected or confirmed student protection cases
 - Identify relevant resources to provide crisis intervention and ongoing family support
 - Work with Principals to develop their understanding of their own roles in the management of student protection matters
 - Assist schools in the management of cases of student harm including risk assessment and management
 - Providing support to schools in the development of and ensuring ESP's are completed for students in Out of Home Care
 - Assist schools with funding options and opportunities for students in out of home care
 - Ensuring funding is acquitted for the purpose of meeting identified needs in the ESP
- **Contribute to organisational development and system change to ensure schools can address barriers or inequities that may prevent quality and a safe educational environment**
 - Analyse and interpret pertinent professional reports and other data
 - Develop and maintain awareness of relevant government and education issues which could influence Cairns Catholic Education policies and practices
 - Work with Cairns Catholic Education Services personnel to develop system wide strategies that promote the link between student wellbeing and positive education outcomes
- **Contribute to development of policy and practice in the area of well-being and care of students**
 - Undertake and implement reviews of key documents with a child protection lens (i.e. Code of Conduct)
 - Contribute to the ongoing reviews of existing policy and procedures relevant to the position and the wellbeing of students
- **Delivery of professional development for school staff in relation to student protection, preventative strategies and personal safety programs.**
 - Review and provide assurance regarding the quality of Student Protection training material, policies and processes
 - Respond to training needs as requested by individual schools to meet specific needs and requests made by the school
 - Assisting the integration of personal safety strategies into the curriculum
 - Ensure schools have relevant documentation and other materials in place to demonstrate their



- compliance with legislative requirements (i.e. Child and Youth Risk Management Strategy, Student Protection Reporting Processes and Guidelines)
- Develop the understanding of Principals and school staff so that they can better discern between matters requiring mandatory reporting and matters requiring a family support response
- **Liaise with statutory authorities and welfare agencies regarding the management and status of child protection cases as appropriate**
 - Assist schools with the criminal justice process in relation to cases of child abuse
 - Ensure appropriate liaison with authorities including CPIU, Child Safety Services, QLD Family and Child Commission, Family and Child Connect and other relevant government, non-government and individual professionals.
- **Growth in professional competence and knowledge is pursued.**
 - Participate in ongoing professional development
 - Maintain knowledge and awareness of relevant issues, regulatory requirements and practices

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- In-service staff in the area of student harm including physical, emotional, sexual harm and the possible psychological, social and spiritual repercussions of such harm
- Be available for consultations by Principals, school staff
- Consult with the Senior Student Protection Officer in the area of student protection when required
- Support principals, other staff, students and families at the disclosure, intervention stages and during investigative procedures
- Manual data entry and recording of student protection records
- Assisting schools to monitor and implement processes for students at risk
- Liaise with government and non-government agencies
- Offer crisis intervention and assessment of student harm in cooperation with teacher and other staff
- Support school staff in the ongoing management of suspected or confirmed cases of student harm
- Act as a contact person for ongoing case management with personnel from Child Safety Services, CPIU, Family and Child Connect and/or SCAN Teams
- Schools are assisted with relevant court processes in relation to cases of student harm, family court matters and subpoenas in consultation with the Senior Student Protection Officer and Manager Professional Standards
- Collaboratively participate in the Professional Standards service development and strategic planning
- Focus on whole school approaches to student protection and wellbeing ensuring effective child protection practices
- The role of the Student Protection Officer includes regular school visits
- Occasionally receive parent complaints, document and refer to appropriate staff
- Maintain appropriate behaviours when engaging with children

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- High standard of confidentiality and record keeping practices
- Demonstrate a high level of ability to communicate, consult and negotiate
- 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
- 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 environment
- Manoeuvring within the office environment appropriate to the position
- Frequent driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment

SELECTION CRITERIA

1. Knowledge of all areas of student harm including physical, emotional, sexual harm and the possible psychological, social and spiritual repercussions of such harm.
2. Current and thorough knowledge of government legislation in relation to student protection.
3. Outstanding administrative skills, including the ability to implement, monitor and adapt administrative procedures.
4. Demonstrated high level communication skills.
5. Demonstrated research and writing capabilities in gathering, recording and analyzing information and report writing.
6. Ability to make sound and informed judgements around crisis management and unpredictable change.

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Minimum bachelor degree tertiary qualification relevant to the position as necessary to successfully carry out the duties of the position
- Minimum of 3 years' experience in statutory child protection work with either the QLD Police Service or Department of Child Safety, Youth or Women.
- Demonstrated experience in working with education settings
- Current drivers licence
- Demonstrated ability to liaise with schools and the wider community.
- 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
- 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:
