



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*

# **Catholic Education Services, Cairns**

## **Consultant - Learning & Teaching (P-12 & Secondary)**

**Fixed Term Position (3 year contract)  
38 Hours Per Week  
Commencing: 20 April 2020**

***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:** Dr Andrea O'Brien  
Director of School Effectiveness - P-12 & Secondary  
Catholic Education Services  
Cairns QLD 4870  
Ph: (07) 4050 9700  
Email: [aobrien5@cns.catholic.edu.au](mailto:aobrien5@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](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:

<b>POSITION TITLE:</b>	<b>Consultant – Learning and Teaching (P-12 &amp; Secondary)</b>
<b>SECTION:</b>	<b>School Effectiveness Team</b>
<b>REPORTS TO:</b>	<b>Director School Effectiveness</b>
<b>CLASSIFICATION:</b>	<b>CES Office Salary Scale, Level 8 (\$114,104 to \$126,775 gross per annum)</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## 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 implement the key areas of Curriculum, Pedagogy, Assessment and Reporting (CPAR) as they relate to the SIP (System Improvement Priorities) and the SAIP (School Annual Improvement Plan). 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 Learning and Teaching Directorate 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.
- Coordinate and undertake the provision of professional learning for staff in areas of curriculum, pedagogy, assessment, reporting and data.
- Contribute to the development, implementation and monitoring of the Australian curriculum in schools and colleges.
- Provide support in the areas of curriculum, pedagogy, assessment, reporting and data to those who hold leadership positions in schools and colleges.
- Assist with the implementation of the strategic intent for the School Effectiveness Team.
- Contribute to the development of the School Effectiveness Team budget.
- Proactively and overtly support Diocesan initiatives.

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:***

- Support curriculum leaders in schools to develop and maintain documented whole school curriculum plans relating to:
  - effective pedagogical practices
  - systematic curriculum delivery
- Working in partnership with school leaders and teachers, to develop resources and implement processes as outlined in the SAIP, SIP and CPAR.
- Provide support to school leaders and teachers to ensure curriculum elements of the SAIP, SIP and CPAR are embedded consistently across each school.
- Work in partnership with school leaders and teachers to implement and embed effective pedagogical practices.
- Design and deliver whole school and targeted professional development to school leaders and teachers around curriculum, pedagogy, assessment, reporting and data.
- Lead school leaders and teachers in the systematic analysis and interpretation of data sets to monitor student learning, inform decision making, identify improvement priorities and plan for intervention.
- Provide leadership and forward planning to develop organisational capability in curriculum, pedagogy, assessment, reporting and data.
- Make recommendations to school leaders about required professional learning priorities for teachers.
- Support school leaders in applying the Resourcing the Curriculum guideline.
- Work collaboratively with relevant school and CES staff to ensure the effective monitoring and implementation of NCCD processes.
- Initiate and maintain professional relationships within and beyond the Diocese of Cairns for the purpose of supporting school improvement and enhancing student learning outcomes.



- Actively engage in curriculum team meetings, curriculum forums, collaboratives and other professional learning communities.
- Undertake duties outside the Employer's standard work hours to satisfy the employer's reasonable operational and business requirements.
- Other tasks as requested by the Director School Effectiveness and/or 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 Learning and Teaching 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

### ***The role holder will have demonstrated:***

- 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.
- Highly developed understanding and experience in leading systematic curriculum delivery.
- Demonstrated leadership experience and effectiveness in leading systematic curriculum delivery.
- A Master's degree (or equivalent) in a relevant discipline, working towards completion or willing 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.
- 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 ability to communicate at all levels of the school.
- A demonstrated commitment to maintaining child safety at all times.
- 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 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:** \_\_\_\_\_