



St Stephen's Catholic College, Mareeba School Learning Officer

Term Time, Fixed Term Position 30 Hours Per Week 20 April 2020 to 27 June 2020

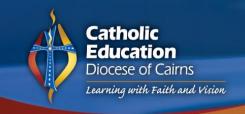
Applications Close: 5.00pm, Monday 30 March 2020

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- o Be fully supportive of the ethos of Catholic Education;
- o Be fully committed to creating and maintaining a child safe organisation;
- o 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

5. Submit Application

Submit your application comprising of:

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

Submit To: The Principal

Ms Kerry Manders Ph: (07) 4086 2500

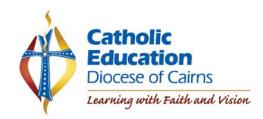
Email: kmanders@cns.catholic.edu.au

QUICK TIP

Current employees are not required to provide supporting documentation.

QUICK TIP

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



Employment Application Form

Position Applied For:

PERSONAL PARTICULARS								
Title:	Mr	Mrs	Ms	Miss	Other			
SURNAME:				PREVIOUS	SURNAME:			
GIVEN NAMES	S :							
PREFERRED N	AME:							
RESIDENTIAL A	ADDRESS:					POST CODE:		
POSTAL ADDR	RESS: AS	ABOVE				POST CODE:		
HOME PHONE	:			M	OBILE:			
EMAIL:	RELIGION:							
TEACHER APP	PLICANTS ONI	LY:						
HAVE YOU OB	STAINED OR W	ORKING TOWA	ARDS QUALIFIC	ATIONS IN RELIG	GIOUS EDUCATION	ON?		
			REFE	REES				
experience and cositions, you Representative/	competency. must include Religious or Cle	Please list two r a line manag ergy reference is	eferees, includii ger in your m defined as a Pa	ng a line manage ost recent edu	er in your most re ecation position, p or member of a	ethic, <i>safe guarding childrer</i> ecent position. For teachin eg Principal. A Churc a religious order. We reserv	ng ch	
Referee 1 (Lir	ne Manager)			Referee 2 (Em	ployer)			
Name:				Name:				
Position:				Position:				
Organisation:				Organisation:				
Mobile:				Mobile:				
Email:				Email:				
Referee 3 (Ch	nurch Repres	entative)		Referee 4 (Otl	her Professiona	ıl)		
Name:				Name:				
Position:				Position:				
Organisation:				Organisation:				
Mobile:				Mobile:				
Email:				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

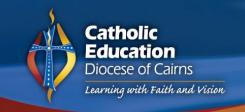
I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct 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.

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:

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CLASSIFICATION:

POSITION TITLE: School Officer – Learning Support Officer

SECTION: Administration Learning Support

REPORTS TO: Principal

Remuneration in accordance with the Catholic Employing Authorities Single Enterprise

Collective Agreement – Diocesan Schools of Queensland 2015-2019

(Available at www.cns.catholic.edu.au)

School Officer Level 3 (Salary Range - \$27.65 - \$28.82 gross per hour)

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.

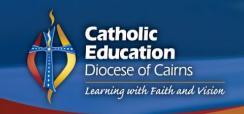
Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- 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 School Officer- Learning Support (SOLS) is required to contribute to the efficient and effective organisation of the College. In performing the listed duties there must be familiarity with the college's Mission Statement and culture. The incumbent is expected to bring the Mission Statement to fulfillment.

The SOLS performs tasks with limited complexity under the direction and supervision Middle Leader Student Diversity or person designated by the Principal. There is a defined range of contexts where limited discretion and a limited choice of actions is required. Competencies are normally checked within established routines, methods and procedures. In some cases with established routines, limited discretion and judgment may be required.



ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supports (Students With Difficulties) within the classroom context
- Under the direction of a classroom teacher provides support to students requiring assistance in class.
- Is responsible to the Middle Leader Student Diversity (when in the Student Diversity Centre) or classroom teacher (when in class) for adhering to agreed programs.
- Prepare resources, photocopying or routine preparation of work as assigned by the Middle Leader Student Diversity or classroom teacher.
- Routine tasks within the school consistent with level 3 duties.
- To prepare resources or complete tasks that contribute to the learning support of SWDs or students with learning needs.
- SOLS work under the direction of the classroom teacher when working in the classroom context
- Teachers requiring the assistance of a SOLS make a request through the Middle Leader Student Diversity
- SOLS support student learning under the direction of the teacher when working with a SWD within the classroom context
- SOLS are not responsible for managing student behaviour
- SOLS should receive direction from the classroom teacher when providing support to students within the class context
- SWD may be withdrawn from class to complete tasks assigned by the classroom teacher but must work under the supervision of the Middle Leader Student Diversity.
- SWDs who are high functioning may not require continual support.

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
- 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
- Manoeuvring within the office/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/SELECTION CRITERIA

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education

GENERAL

 Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

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:	
Signature.	_ Date.	