



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns

Relief Teacher Application

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;**
- **Be able to provide a current (defined as within the last 3 years) teaching referee (e.g. Principal/Line Manager);**
- **Graduate applicants must supply practicum reports.**

Catholic Education Services is an equal opportunity employer.



1. Ensure you meet the eligibility requirements listed on page 1

2. 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 teaching line manager must be included as per the eligibility requirements on page 1. *Please provide an email address for your referees as this is the preferred method of contact.*

3. CV/Resume

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:
 - Queensland College of Teachers
 - Professional Membership

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.

5. Complete the Employment Health Declaration

6. Submit Application

Submit your application comprising of:

- Employment Application Form
- CV/Resume
- Supporting Documentation

Submit To: Relief Teaching
Email: relief@cns.catholic.edu.au

Please allow approximately 15 working days upon receipt of application for processing.

- Once your relief application has been received it will be reviewed following our relief recruitment and selection process and referee checks will be conducted.
- You will be advised of the status of your application following the recruitment process.
- If your relief application is successful, you will be required to submit further documentation which you will receive via email. Once this paperwork is received by Human Resources and processed, you will receive confirmation of your registration and your name will be placed on the relief list. The relief list is updated and forward to all Principals weekly.
- Relief Teachers are then managed at school level. A Principal or delegate will contact you when required to engage in relief work at their school.

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:

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, experience and competency. Please list three 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 1 (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 Application Form

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.

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

The Catholic Leader

Newspaper: Please specify:

Other: Please specify:

Relief Teaching Preferences

TEACHING PREFERENCES

PRIMARY

Early Childhood

Lower

Middle

Upper

Specialisations

Guidance/Counselling

Indigenous Education

Learning Support

Music

Physical Education

Special Education

Teacher Librarian

LOTE (please specify)

Other (please specify)

SECONDARY

Junior

Middle

Senior

Key Learning Areas/Subjects

Year Level

DAYS OF AVAILABILITY

Monday

Tuesday

Wednesday

Thursday

Friday

Date Available to commence Relief Teaching:

AREAS OF AVAILABILITY

ALL CAIRNS PRIMARY SCHOOLS OR

St Therese's School, Bentley Park

Our Lady Help of Christians School, Earlville

St Michael's School, Gordonvale

St Francis Xavier's School, Manunda

MacKillop Catholic College, Mount Peter (P-3)

Mother of Good Counsel School, North Cairns

St Joseph's Primary School, Parramatta Park

St Andrew's Catholic College, Redlynch (P-12)

Holy Cross School, Trinity Park

St Gerard Majella School, Woree

ALL TABLELANDS SCHOOLS OR

St Joseph's School, Atherton

St Anthony's School, Dimbulah

Mount St Bernard College, Herberton

St Stephen's Catholic College, Mareeba

St Thomas's School, Mareeba

St Teresa's School, Ravenshoe

ALL CAIRNS SECONDARY SCHOOLS OR

St Monica's College, Cairns

St Augustine's College, Parramatta Park

St Andrew's Catholic College, Redlynch (P-12)

St Mary's Catholic College, Woree

ALL SOUTHERN CLUSTER SCHOOLS OR

St Rita's School, Babinda

Good Counsel College, Innisfail

Good Counsel Primary School, Innisfail

St John's School, Silkwood

St Rita's School, South Johnstone

St Clare's School, Tully

MOSSMAN

St Augustine's School

THURSDAY ISLAND

Our Lady of the Sacred Heart School

WEIPA

St Joseph's Parish School (P-3)

COMMENTS

Catholic Schools & Services – Diocese of Cairns

NORTHERN REGION

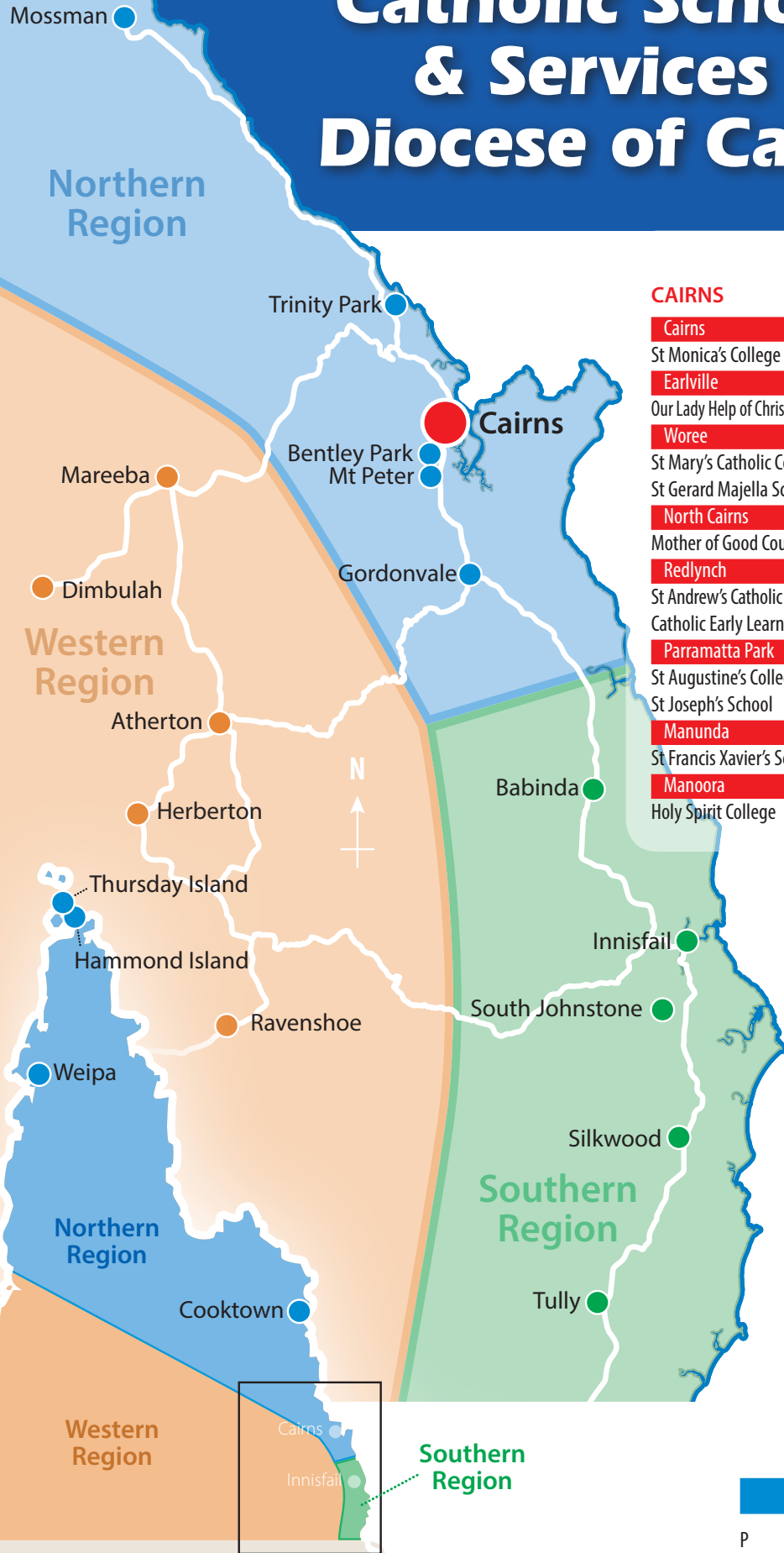
Gordonvale	
St Michael's School	P / OSHC
Trinity Park	
Holy Cross School	P / OSHC
Weipa	
St Joseph's Parish School	P
Cooktown	
Holy Spirit College	S
Mossman	
St Augustine's School	P / OSHC
Thursday Island	
Our Lady of the Sacred Heart School (Campus)	P / K
Bentley Park	
St Therese's School	P / OSHC
Mt Peter	
MacKillop Catholic College	P12 / OSHC

WESTERN REGION

Atherton	
St Joseph's School	P
Herberton	
Mount St Bernard College	S / TTC / B
Mareeba	
St Thomas's School	P
St Stephen's Catholic College	S / TTC
Dimbulah	
St Anthony's School	P
Ravenshoe	
St Teresa's School	P

SOUTHERN REGION

Babinda	
St Rita's School	P
Innisfail	
Good Counsel College	S / TTC
Good Counsel Primary School	P
South Johnstone	
St Rita's School	P
Silkwood	
St John's School	P
Catholic Early Learning & Care	K
Tully	
St Clare's School	P



CAIRNS

Cairns	
St Monica's College	♀ / S / B
Earlville	
Our Lady Help of Christians School	P / OSHC
Woree	
St Mary's Catholic College	S / TTC
St Gerard Majella School	P / OSHC
North Cairns	
Mother of Good Counsel School	P / OSHC
Redlynch	
St Andrew's Catholic College	P12 / TTC / OSHC
Catholic Early Learning & Care	K / D
Parramatta Park	
St Augustine's College	♂ / TTC / S / B
St Joseph's School	P / OSHC
Manunda	
St Francis Xavier's School	P / OSHC
Manoora	
Holy Spirit College	S

KEY

P	Primary School
S	Secondary School
P12	Prep to Year 12
OSHC	OSHCARE
K	Kindy
D	Daycare
TTC	Trade Training Centre
B	Also Boarding
♂	Boys only
♀	Girls only



Catholic Education
Diocese of Cairns

Learning with Faith and Vision



POSITION TITLE:	Relief Teacher
REPORTS TO:	Principal
CLASSIFICATION:	As per Diocesan Policy
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 main responsibility of a Relief Teacher is to deliver the curriculum material provided for the class, and to provide a duty of care to students in the absence of the regular teacher. This is fulfilled in a manner which is consistent with the mission, vision, values and expectations of the School.

Teachers are accountable to and under the direction of the school Principal or delegate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

MISSION OF THE CHURCH

- Understands and supports the role of Catholic Education in the Mission of the Church
- Demonstrates a willingness to articulate the implications of the model and message of Christ and the school's Mission Statement in the curriculum
- Committed to the life and practice of one's faith tradition
- Demonstrates a willingness to review and reflect teaching practices in light of the school's mission statement
- Incorporates gospel values in the curriculum
- Actively supports school worship and liturgy
- Nurtures personal spiritual development

LEARNING AND TEACHING

- Develops a relational platform as a basis for learning and teaching
- Understands the nature of the learner and the learning process and tailors teaching programs to meet the diverse needs of students
- Implements effective learning and teaching
- Provides an 'as normal' learning environment in the classroom for students when their regular teacher is absent
- Maintains teaching competency and currency of knowledge of relevant curriculum programs, as required by school and Diocese, including *Accreditation to Teach in a Catholic School* and *Accreditation to Teach Religion in a Catholic School*
- Creates a nurturing and stimulating learning environment, which is inclusive, learner centred and academically challenging
- Demonstrates effective classroom management, which provides an environment that is conducive to learning
- Provides assistance to students with individual educational needs
- Maintain appropriate behaviours when engaging with children
- Exercises professional responsibility in engendering a love of learning and developing lifelong learning
- Effectively uses ICT in learning and teaching

(In accordance with National Professional Standards for Teachers, Number 1, 2, 3 & 5)

PASTORAL CARE

- Facilitates personal development and social participation of the learner
- Demonstrates effective behaviour management practices
- Provides for the physical, social, cultural and emotional well-being and physical safety of students

(In accordance with National Professional Standards for Teaching, Number 4)

PROFESSIONAL GROWTH

- Participates in and supports professional learning
- Implements knowledge, skills and strategies gained from professional learning

(In accordance with National Professional Standards for Teachers, No 6)

PARTNERSHIPS

- Establishes and maintains appropriate interpersonal relationships within the school, as well as between the school and community, particularly in regard to the Diocesan 'Code of Conduct'.
- Is aware of and actively supports school and Diocesan policies

(In accordance with National Professional Standard, Number 7)

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
- Implement effective learning and teaching *(Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5)*
 - Engage in teaching practices 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

- 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 the 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
- 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
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

This is a general guide. Requirements will vary subject to the needs of the role, circumstance and location.

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

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Professional qualifications in Education
- Registration 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



RELATED DOCUMENTS

- National Professional Standards for Teachers
- Policy – Accreditation to Teach and Accreditation to Teach Religious Education
- 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

- A Non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles
- Teachers are covered under the Single Enterprise Collective Agreement 2013 - 2015

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:** _____

Employment Health Declaration

1. Purpose Statement

- 1.1. You are asked to complete this document as part of our recruitment process for the role described in the attached position description.
- 1.2. We use the information requested in this document to determine:
 - 1.2.1. if you are able to undertake the essential duties of the position and comply with genuine occupational requirements;
 - 1.2.2. whether we need to make reasonable adjustments or accommodations to enable you to undertake the essential duties of the position and comply with genuine occupational requirements;
 - 1.2.3. whether special terms are appropriate to enable you to undertake the essential duties of the position taking into account the nature of any impairment and the work the position entails; and
 - 1.2.4. what steps and decisions are necessary to protect the health and safety of people (including you) in our workplaces.
- 1.3. We will not use any information you disclose in this form for any unlawful purpose.

2. Duties of the Position

- 2.1. Attached to this form is a position description which incorporates:
 - 2.1.1. the essential duties; and
 - 2.1.2. the genuine occupational requirements,of the position for which you have applied.
- 2.2. We have provided this information so that you can make an informed decision about your answers to the questions in section 4 below.
- 2.3. Please read the position description, and in particular the duties under the headings *Genuine Occupational Requirements/Essential Duties for the Role*.
- 2.4. If you have any questions or require clarification about those matters, please ask the interview panel who will assist.

Employment Health Declaration

3. Written Request for Disclosure of PreExisting Injury or Medical Condition

3.1. In this section:

- 3.1.1. **compensation** means: the amounts for earnings and medical expenses payable by WorkCover Queensland for injury sustained by a worker;
- 3.1.2. **damages** means: compensation for injury to a worker arising out of any other liability of an employer (for example: negligence or breach of contract);
- 3.1.3. **employment process** means: any process for considering and selecting a person for employment (including our recruitment process for the position outlined in the attached position description);
- 3.1.4. **false and misleading disclosure** means: any disclosure that would lead us to reasonably believe that the duties of the employment would not aggravate any pre-existing injury or medical condition you may have;
- 3.1.5. **pre-existing injury or medical condition means:** for the employment process, an injury or medical condition existing during the period of the employment process which you suspect, or ought reasonably to suspect, would be aggravated by performing the duties the subject of the employment; and
- 3.1.6. **WCR Act** means: the *Workers' Compensation and Rehabilitation Act 2003*.

3.2. Under section 571B of the WCR Act, as a prospective employer, we request you (as a prospective worker) to disclose to us your pre-existing injuries or medical conditions (if any).

3.3. Where we make a valid request under section 571B of the WCR Act, you are required to disclose to us any pre-existing injury or medical condition.

3.4. The nature of the duties of the employment is set out in the attached position description.

3.5. We are required under section 571B(2)(b) of the WCR Act to give the following advice:

If you knowingly make a false or misleading disclosure; then under section 571C of the WCR Act, you will not be entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.

3.6. In certain circumstances, failure to disclose a pre-existing injury or medical condition that would be aggravated by the duties of the position may constitute a false and misleading disclosure.

3.7. Your disclosure should be made in writing by completing the employment declaration below.

Employment Health Declaration

Employment Health Declaration (refer: section 3)

Disclosure of Pre-Existing Injury or Medical Condition (see section 3 above)

We request that you disclose any pre-existing injury or medical condition that is existing during the period of the employment process and which you suspect, or ought reasonably to suspect, would be aggravated by performing the duties the subject of the employment:

Employment Health Declaration

4. Reasonable Adjustments, Accommodations or Special Terms

Do you require any reasonable adjustments, accommodations or special terms to enable you to undertake the essential duties of and comply with genuine occupational requirements for the position as set out in the position description? Y No Yes If yes, please provide details.

Declaration

By signing this form, you certify that:

1. you have read and understood this form, including the explanatory information, definitions and disclosure requirements;
2. you have read the position description and understand the essential role requirements;
3. you are aware that reasonable adjustments, accommodations and special terms can be made to assist persons with disabilities to undertake the essential requirements of the position;
4. you understand the warning contained in paragraph 3.5 above; and
5. the answers you have given in the above questions are true and correct.

Applicant's full name:

Signature:

Date: