



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision



Mount St Bernard College, Herberton

Middle Leader - Learning Support

Full Time Permanent Teacher Position

Fixed Term Tier 1.2 Middle Leader Position

18 January 2020 to 13 January 2023

Applications Close: 5.00pm, Monday 28 October 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: The Principal
Mr Ian Margetts
Ph: (07) 4096 1444
Email: imargetts@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: Middle Leader – Learning Support – Tier 1.2

SECTION: Mount St Bernard College, Herberton

REPORTS TO:

CLASSIFICATION:

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 Learning Support Middle Leader is an important and valued position in the school. As a member of the staff the Learning Support Middle Leader contributes to the development of the school and its Catholic ethos.

The Learning Support Middle Leader is to support the mission of the College through leadership of staff to ensure that the unique needs of students who require additional support for learning (including learning extension) are met and to enhance the capacity of classroom teachers to differentiate and adjust the curriculum to meet the needs of these students.

The Learning Support Middle Leader works to ensure that reasonable adjustments are made to enable the provision of access, participation, achievement and appropriate academic challenge for all students

The Learning Support Middle Leader coordinates the Learning Support department. This includes the allocation of case management (case load) to Learning Support Teachers and the allocation of Learning Support School Officers (teacher aides) to classes.

The Learning Support Middle Leader has a case load. Because the Learning Support Teacher is often working closely with students, this person contributes significantly to the maintenance and development of the Catholic ethos of the school and to the welfare of students.

The Learning Support Middle Leader contributes to the quality of the Catholic educational outcomes of the school by providing effective assistance to teachers in improving classroom learning for students at risk of not achieving their appropriate General Capabilities including literacy and numeracy.

The Learning Support Middle Leader works closely with teachers who have the day-to-day responsibility for the educational development of students in their classes. The Learning Support Teacher may assist in running workshops for school staff and/or parents and liaising with visiting specialists.

The role requires the maintenance of confidentiality in relation to personal, private and professional information that may be associated with the work.

The Learning Support Teacher will be expected to attend regular Professional Development sessions provided by Catholic Education Services and continue to develop their own skills in the learning support area. The Learning Support Teacher is assisted in the carrying out of the role by the Catholic Education Services Student Services Team or appropriate delegate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Faith Leadership

- Displaying a clear vision of and support for the Church, Diocese and College's mission and its underlying values and ethos
- Giving personal witness to the Mercy Charism in carrying out the day to day duties of the position
- Showing an empathy with young people and an ability to relate positively with them
- Maintaining high ethical standards and support colleagues to interpret policies and exercise sound judgement in all College and community contexts
- Modelling Gospel values of justice, reconciliation and hope
- Ensuring that College policy and practice nurtures respect for difference in all its forms

Community and Pastoral Leadership

- Coordinate the Learning Support department including the allocation of case management (case load) to Learning Support Teachers and the allocation of Learning Support School Officers (teacher aides) to classes.
- Building and maintaining positive and caring relationships between staff, students and parents engendering a sense of belonging in the College amongst staff, students and parents
- Communicating with and support for families of students with particular needs
- Providing resources, extension programs, referrals and advice to assist parents in managing the unique needs of their children
- Liaising with feeder schools, external agencies, and consultants on special learning needs and pathways and organising specific support for students with disabilities
- Liaising with external agencies, other schools and universities to organise and support learning enrichment opportunities for students
- Liaising with the College Counsellor and Wellbeing Team in the coordination of support for students with particular needs
- Advocating for students with specific learning needs with College leadership and other staff and agencies and assisting parents in advocating for their children with unique needs
- Facilitating access and adaptations to the physical environment as needed

Educational Leadership

- Maintain appropriate behaviours when engaging with children
- Fostering a culture that promotes learning
- Leading the overall coordination of Learning Support at the College
- Identifying, investigating and assessing students with unique learning needs
- Administering comprehensive standardised and diagnostic assessments (formal and informal)
- Developing a whole College approach and a clear structure for students with specific learning needs
- Collaborating with staff members to ensure consistency and continuity in intervention programs
- Modelling effective pedagogy and supporting colleagues to implement differentiated and inclusive strategies that engage and support all students
- Researching and resourcing appropriate programs / strategies and materials
- Evaluating learning and teaching programs, using student assessment data (e.g. formative and summative tests, PAT, NAPLAN, QCS) to address specific learning needs of students across the full range of abilities
- Liaising with the Curriculum Middle Leaders to coordinate support for students with particular needs and the development of a differentiated curriculum for students with mixed abilities
- Selecting, designing and delivering/coordinating intensive interventions /extension programmes for students with particular needs, including before and after school programmes
- Documenting needs and strategies for particular students and disseminating succinct information to staff, including for example, extra time allowances for exams/assignments
- Writing Individual Education Plans for students who require intensive adjustments for support
- Providing in-class support to students with particular needs, including team teaching
- Assisting with the College's adjustment provisions and QCAA applications for adjustment provisions for senior students
- Researching and analysing curriculum programs to determine areas of success and areas for improvement and developing plans to address these, including the use of ICT to support and enhance unique learning needs
- Being involved in the induction/supervision of induction of new teachers within the area of Learning Support
- Assisting colleagues in planning personal professional development goals
- Supervising the quality of staff practice through collegial support, advice, observation and facilitation of reflective response to issues
- Providing some in-house professional development opportunities for class teachers, e.g. presenting information at staff meetings
- Engaging in professional discourse with staff on an individual and group basis through regular feedback and dissemination of appropriate information

Administrative Leadership

- Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds
- Taking responsibility for the management of Learning Support spaces within the College
- Developing and maintaining a range of policies and practices related to the Learning Support
- Reporting to parents and other stakeholders
- Construction, communication and coordination of individual learning plans
- Maintaining College based files (IEP, EAP, PLP, Engage)
- Identifying and verifying Special Needs students and completing required Verification & Profile paperwork
- Establishing and maintaining a collaborative approach to decision making
- Other appropriate duties as required by the Principal

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- 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
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Sitting for extended periods of time
- Limited physical work and infrequent lifting, pushing, pulling, carrying or holding of heavy objects
- Frequent use of phone/computer keyboard/mouse

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Promote child safety at all times
- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Willingness to achieve Accreditation to Teach in a Catholic School
- Willingness to support and participate in the prayer, liturgy and sacramental life of the Church in the school community
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Successful teaching experience

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:

- 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
- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2010.



- Teachers are covered under the Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019.
- 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:
