Catholic Education
Diocese of Cairns
Learning with Faith and Vision

ST MARY'S Catholic College

St Mary's Catholic College, Woree

Middle Leader - Head of Design & Technology

Full Time Permanent Teacher Position
Fixed Term Middle Leader Position
30 Hours Per Week
19 January 2019 to 15 January 2021

Applications Close: 5.00pm, Thursday 27 September 2018

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.

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HOW TO APPLY

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:

Mr Wayne Wood
The Principal
St Mary's Catholic College
Woree QLD 4868
Ph: (07) 4044 4200
Fax: (07) 4054 6617
Email: principal@smcc.qld.edu.au

You will receive confirmation of receipt of your application.

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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:

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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: _____

POSITION TITLE:	**Middle Leader – Head of Design & Technology**
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 role of the Curriculum Leader is to support the mission of the school through leadership of the learning and teaching program. This involves developing appropriate curriculum in line with national, state and local requirements; ensuring that appropriate pedagogies are developed and implemented at all levels; ensuring the quality of student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform decisions; developing appropriate partnerships within and outside of the school; and prudently administering available resources

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
- Maintain appropriate behaviours when engaging with children

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
- Plans and prepares effective, quality learning and teaching programs and practices, which are consistent with the National Professional Standards for Teaching and diocesan and school based learning area plans and policies
- 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
- Assesses student performance (diagnostic, formative and summative) for developmental feedback and reporting purposes
- Maintains student records and samples of work and reports on student performance to students, parents, the school, diocesan and statutory authorities
- 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
- Enhances student development towards effective citizenship and responsible adulthood, through participation in planned and extra curricula activities
  (In accordance with National Professional Standards for Teaching, Number 4)

PROFESSIONAL GROWTH

- In consultation with the leadership team of the school or a nominated support person, regularly monitors the effectiveness of the teaching / learning program
- 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

- Participates in collaborative development and evaluation of curriculum, school policies and procedures
- 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)

LEADERSHIP

- The leadership of designated curriculum area(s) taught in the school
- The application of contemporary learning and teaching research to classroom practice through professional development of teachers engaged in the area(s) of curriculum responsibility
- Supervision of teachers engaged in the area(s) of curriculum responsibility
- Induction of new teachers within the area(s) of curriculum responsibility (or supervision of induction where it is undertaken by another experienced teacher), and/or
- Pastoral care of staff engaged in the designated area(s) of curriculum responsibility, and/or

- Coordinating the development of work programs according to national, state and local requirements
- Coordination of assessment, moderation and reporting programs, and the keeping of appropriate records
- Keeping abreast of developments within the area of responsibility through on-going professional reading and research, and providing for the professional learning of staff in line with these developments
- Engaging in professional discourse with staff on an individual and departmental basis through regular meetings
- Supervising the quality of teaching practice through activities such as collegial planning, moderation, classroom observation, and facilitation of reflective teaching practice
- Supervising the quality of student learning through analysis of student performance data and addressing areas of concern through appropriate interventions
- Contributing to the leadership of the school through active participation in staff and middle leadership meetings
- Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds
- Regularly communicating with stakeholders about issues of legitimate interest and/or concern
- Other appropriate duties as required by the Principal and consistent with the level of expertise indicated above

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
- Plan, prepare and implement for effective learning and teaching *(Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5)*
    - Appropriate knowledge to plan and prepare teaching and learning programs 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)*
    - Communicate effectively with students including using appropriate interpersonal skills
    - Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment
    - Facilitate the prevention of child harm by recognising and responding appropriately
- 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 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
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- 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 office, classroom or workshop/laboratory environments
- Work may be performed in an environment that 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

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Professional qualifications in Education
- Registered or eligible to register 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)
- Promote child safety at all times
- 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
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Adherence to syllabus requirements and subsequent work programs and documentation relevant to the Design & Technology learning areas.

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

The incumbent will need:

- 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
- It is Diocesan policy that, at the end of the first three years, a primary graduate with permanent employment status in a Diocesan primary school, with the exception of Thursday Island, has a compulsory move anywhere in the Diocese
- 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:** _____