### College Blue Crest_No BG.jpgMarian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

[www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)

[principal@mcararat.catholi.edu.au](mailto:principal@mcararat.catholi.edu.au)

Marian College Ararat

Position: Casual Relief Teacher

Application information

Please note

* Your Application is to include a Cover Letter outlining your suitability for the role, your Resume and the completed Application for Employment form included with this information (pg6-8)
* Your application will be acknowledged and a copy of the Marian College Employment Privacy Policy will be forwarded to you.

In fulfilling Marian College Ararat’s obligation to Ministerial Order 870, Child Protection and Safety, it is a legal requirement to obtain information about a person who it proposes to employ to perform child related duties:

* Working with Children Check
* National Police Record Check
* Proof of personal identity and any professional or other qualifications
* The person’s history or work involving children
* References that address the person’s suitability for the job and working with children.

For any further information in relation to the position, please contact Sandra Faneco, Human Resources Manager via [sfaneco@mcararat.catholic.edu.au](mailto:sfaneco@mcararat.catholic.edu.au) or (03) 5352 3861.

Yours sincerely,



Mrs. Carmel Barker

Principal

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| Marian CrestMarian College  Kildare Education MinistriesArarat |
| *A Kildare Ministries school in the Brigidine Tradition* |
| Applications are invited from suitably experienced persons for the position of  **Casual Relief Teacher**  The successful applicant will have an understanding of Catholic education and the safety and wellbeing of children.  Email to the Principal - principal@mcararat.catholic.edu.au  The Principal  Marian College,  P O BOX 314, ARARAT, 3377  Enquiries: 03 53523861  [www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)  Employment under the *Victorian Catholic Education*  *Multi Enterprise Agreement 2018.*  Marian College is an Equal Opportunity Employer. |

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| Marian College Ararat |  |

**Casual Relief Teacher**

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| **Location : Marian College Ararat** |
| **Classification : Casual Relief Teacher** |
| **Reports to : Principal, Daily Organiser** |

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| **STATEMENT OF DUTIES** | |
| **Commitment to  Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Casual Relief Teacher** | * Creating a positive and disciplined learning environment in the classroom, co-curricular activities and interacting with students. * Delivering the curriculum material provided for the class. * Keeping accurate records of student attendance. * Providing duty of care to students in the absence of the regular teacher. * Fulfilling the role in a manner which is consistent with the mission, vision, values and expectations of the College. |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety * Assist in the provision of a child-safe environment for students * Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Capacity to work to tight timelines * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Proven time-management skills * Self-motivation |

**Application for Employment –** *Casual Relief Teacher*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. proof of personal identity and any professional or other qualifications
3. the person’s history of work involving children
4. References that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment for the position advertised in

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| --- | --- | --- |
|  |  |  |
| (Newspaper, Website, etc) |  | (Date) |

**Application for Employment –** *Casual Relief Teacher*

*Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:*

1. *Working with Children Check status, or similar check*
2. *proof of personal identity and any professional or other qualifications*
3. *the person’s history of work involving children*
4. *references that address the person’s suitability for the job and working with children.*

*It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act* *1988 (Cth).*

I wish to apply for employment to the *Casual Relief Teacher* position

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| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | **SURNAME** |
| **MR MRS MISSMSOTHER** |  | |  |
| **ADDRESS** | | **PHONE NUMBERS** |  |
|  | | **Home** |  |
| **Mobile** |  |
| **Work** |  |

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| **EDUCATON** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
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| **CURRENT EMPLOYMENT** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
|  | | |  |
| **DATE BEGAN** |
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| **DUTIES :** | | | |
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| **PREVIOUS EMPLOYMENT**  **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |

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| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
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**Pre-Employment Disclosure Questions**position that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO YES |
| If yes, please provide details: |
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| NO YES |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any willfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding   
Catholic Education.

**Signature** …………………………………………… **Date** ……………………….