



Marian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

www.mcararat.catholic.edu.au

principal@mcararat.catholic.edu.au

Marian College Ararat

Application Package

Position: House Leader

Commencing Term 1, 2021

Closing Date

4.00pm, 7th December 2020

Marian College Ararat

Dear Applicant



Marian College is seeking a suitably qualified teacher to join our staff in 2021.

Thank you for applying for a position at Marian College Ararat.

Please note

- Application close at 4.00pm on 7th December 2020. Applications including cover letter, Resume and 'Application For Employment' are asked to be emailed to the Principal, Carmel Barker, at principal@mcararat.catholic.edu.au
- Your application will be acknowledged and a copy of the Marian College Employment Privacy Policy will be forwarded to you.
- After applications close, you will be advised if you have been successful in securing an interview for this position.

Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees or sources. By making an application for this position you consent to these pre-employment checks.

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

Yours sincerely,

Mrs. Carmel Barker
Principal





Position Description

Job Title: House Leader

Tenure: Ongoing

Load: Full time position

Remuneration: Commencing \$72,058 to \$108,003 pa depending on years of service (teaching), Position of Leadership \$11,921

Key Selection Criteria:

In support of your application, please include evidence of your capacity and potential to meet the following criteria:

Key Selection Criteria for Marian College	
Commitment to Catholic Education	<ul style="list-style-type: none"> An understanding of the ethos of a Catholic school and its mission A willingness to support the College's values, policies and procedures.
Commitment to Child Safety	<ul style="list-style-type: none"> Experience working with children A demonstrated understanding of child safety A demonstrated understanding of appropriate behaviours when engaging with children Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) Be a suitable person to engage in child-connected work
Education and Experience	<ul style="list-style-type: none"> Current Victorian Institute of Teaching (VIT) registration Accreditation to teach in a Catholic school <u>or</u> be willing to work towards such accreditation
Skills/Attributes	<ul style="list-style-type: none"> Ability to work as part of a team Good oral and written communication skills, including ability to communicate with children, parents and the school community Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes Ability to demonstrate an understanding of appropriate behaviours when engaging with children Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions Self-motivation Ability and willingness to accept policy directives Maturity





Marian College Ararat

House Leader

Location : Marian College Ararat
Classification : POL 4, 541 minutes
Reports to : Principal, Leadership Team

STATEMENT OF DUTIES

Commitment to Catholic Education	<ul style="list-style-type: none"> An understanding of the ethos of a Catholic school and its mission. A willingness to support the College's values, policies and procedures.
House Leader	<p>The House Leader role is to promote and develop a Catholic community based on the Brigidine traditions in our College. The House Leader promotes the College ethos and traditions within the House. The House Leader has overall responsibility for the pastoral, academic, spiritual, administrative and student management aspects of the House.</p> <p>He/she supports and assists TA teachers and Classroom teachers in the fulfillment of their roles.</p> <p>The House Leader works closely with the following people to ensure the greatest care of all students under their care: Head of Wellbeing, Head of Learning and Teaching, Head of Student Pathways and Organisation, Faculty Heads, other House Leaders, TA Teachers, class teachers and support staff to ensure the greatest care of all students under their care.</p> <p>The House Leader is a senior leader within the college and as such is expected to support and promote leadership decisions within their house and the wider staff.</p> <p>The role of the House Leaders will be to:</p> <ul style="list-style-type: none"> Demonstrate a commitment to ensure that the ethical imperative of keeping children safe is recognised, understood, valued and upheld by all staff, volunteers and community members within the school; Work collaboratively to establish and implement reliable and effective child safe policies, strategies and practices within the college; Develop a vision for the future of the Pastoral Care program and student management at Marian College Provide assistance and professional development for staff in restorative practices and student management approaches Foster a positive and supportive environment for House TA staff Successfully lead change where necessary Encourage open and lively professional debate within the House, encouraging innovative approaches to student management and wellbeing Ensure that House staff remain abreast of House activities and events, student management policies and processes <p>As well as this broad leadership role they have leadership roles and responsibilities in the following areas:</p> <ul style="list-style-type: none"> Pastoral Care Academic Achievement Student Management Management of House Resources External Relationships College Mission





SPECIFIC DUTIES

The House Leader is responsible for:

Pastoral Care

- Assisting the TA teachers in providing for the welfare of the students in their charge.
- Ensuring that TA Reports for students in their house are completed in a timely manner according to the College schedule and interviews have been conducted.
- Attending to the welfare of staff in the House and where necessary referring the matter to the College Leadership.
- Recognition of achievements of students in the House
- Coordinating the House-based activities
- Meeting with House student leadership team to organize participation in College events including, House meetings, sports days and House functions
- Meeting formally and informally with the Wellbeing Team.
- Referring students to the Wellbeing Team where necessary.
- Monitoring the attendance of all students in their House carefully, calling home where absences exist and passing on relevant information regarding student absence to all relevant college staff.

Academic achievement

- In discussion with TA teachers in the house, school coordinators and Heads of Faculty, together with relevant classroom teachers, monitor the academic progress of all student in the houses, involving parents where necessary
- To be a member of the College Appeals Committee (VCE and VCAL) which considers student appeals regarding non-satisfactory completion of a unit, special provision or a breach of rules.

Student Management

- Address issues or concerns that emerge at a Year level including Year 12 Common Room. (Years 7-12)
- Support TA teachers in liaison with parents and /or in mentoring with students or student groups.
- In consultation with the Head of Wellbeing, management of in-school and out-of-school suspensions
- Ensure Behaviour Tracking is up to date for incidents involving students within their House.
- Communicate regularly with the RTC and Head of Wellbeing regarding behavioural issues of students, meetings with parents, etc.

Staff Professional Development in the House

- Induct and monitor new TA teachers in the House
- Enhance the professionalism of staff through appropriate staff development in the context of the House.
- Provide a supportive environment within the House
- Provide regular and constructive feedback to staff in the house
- Co-coordinating regular meetings between all teachers (and non-teaching staff where necessary) within the House
- Attending regular Wellbeing and Intervention meetings as needed.

Management of House Resources

- Maintaining the House budget.
 - Organise and manage one annual Year level Camp (Year 8-11)
- This excludes Content/speakers and activities for Retreats in 8 and 10

External Relationships

- Develop constructive working relationships with all staff, other House Leaders and the Leadership Team.

College Mission

- Encouraging strong support of school events, e.g. Masses, sports days, and extra-curricular involvement
- Have knowledge of and commitment to the Strategic Plan of the College and the Annual Action Plans
- Working with other House Leaders, create and implement a structured program of activities, speakers or events for TA/House time to promote college values, culture and justice within the House (guided by the Kildare Ministries Justice Framework).

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





	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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





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:

- Working with Children Check status, or similar check
- proof of personal identity and any professional or other qualifications
- the person's history of work involving children
- 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

(Newspaper, Website, etc)

(Date)

PERSONAL	TITLE		GIVEN NAME(S)		SURNAME		
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER						
	ADDRESS			PHONE NUMBERS		VIT REGISTRATION NUMBER	
				Home			
				Mobile		VIT REGISTRATION TYPE	
				Work			
	ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL			ACCREDITATION TO TEACH RELIGIOUS EDUCATION			
YES <input type="checkbox"/> NO <input type="checkbox"/> ATTACHED <input type="checkbox"/> COPY			YES <input type="checkbox"/> NO <input type="checkbox"/> ATTACHED <input type="checkbox"/> COPY				

EDUCATION	QUALIFICATIONS ATTAINED		YEAR COMPLETED	NAME OF INSTITUTION
	GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH			
	CURRENT PLACE OF EMPLOYMENT			POSITION





	ADDRESS OF CURRENT PLACE OF EMPLOYMENT		PHONE NUMBER
			DATE BEGAN
	DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)		

PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES FROM TO	
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet)</i>				

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES FROM TO	
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)</i>				

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER



Pre-Employment Disclosure Questions

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.

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 <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
2. 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 <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
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 wilfully 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





Application Process

Please email to principal@mcararat.catholic.edu.au

You application should include:

1. A brief cover letter of application to the Principal of Marian College outlining:

- The reasons for your application;
 - Your suitability for the role;
 - Your response to the specific school needs
- (This should be no more than one page long).

2. Additional information - Resume

Please include the following details:

- Your personal details
- Education – Tertiary level qualifications and any current tertiary study
- Relevant training and courses/qualifications
- Employment record
- School Leadership positions if applicable
- VIT Registration
- Three nominated referees

3. Completed 'Application for Employment' form.

