



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: Physical Education Teacher

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:	Physical Education Teacher
Tenure:	Ongoing
Load:	Full time position
Remuneration:	Commencing \$72,058 to \$108,003 pa depending on years of service (teaching)

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

Classroom Teacher

Location : Marian College Ararat

Classification : Teacher, Level T1-1 to T2-6

Reports to : Principal, Leadership Team

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.

Classroom Teacher

Contemporary Teaching

- Employ a variety of Formative Engagement teaching strategies to effectively build student understanding and confidence as independent learners
- Develop a stimulating learning environment to cater for individual learning needs
- Understand and adhere to state and national course requirements including the standards of professionals practice – Australian Standards of Teaching – and the CECV
- Use the Marian College Classroom Expectations document (for staff) as a basis for your teaching
- Use the Student Learning Action Statement as the basis of your classroom expectations of students
- Give appropriate time to lesson planning and organisation
- Keep accurate records of student attendance
- Embrace the use of information and communications technologies to enhance learning
- Engage in learning progress discussions with students, TAs, Heads of House, parents
- Write formal academic reports that conform to the Marian College report writing guidelines and time lines
- Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress

Curriculum Development

- Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach
- Develop assessment instruments in a collegial manner
- Evaluate digital learning materials and make recommendations to subject coordinators about their implementation
- Create and evaluate online resources for the purposes of enriching the curriculum
- Attend faculty meetings as scheduled
- Maintain and update curriculum in your teaching areas on the L&T Portal





	Professional Development <ul style="list-style-type: none"> • Take an active role in the Marian College Professional Learning teams • Take an active role in the classroom observation process • Construct an annual professional learning plan and regularly annotate progress • Have current knowledge of curriculum initiatives in your teaching areas • Commit to ongoing professional development in your teaching areas • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the Annual Review Meeting (ARM) process • Be an active member of a relevant professional association/network as time/distance permits • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Head of Faculty
Commitment to Child Safety	<ul style="list-style-type: none"> • 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 • Exercise pastoral care through your teaching, the TA/House system and other interactions with students in a manner which reflects Marian College values • Implement strategies which promote a healthy and positive learning environment
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 • Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • 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.

