



# Marian College Ararat

## Application for Employment

### Learning Areas – Art, Business Studies, Drama, Music, LOTE, Technology Teachers

Marian College Ararat seeks applications from enthusiastic and suitably qualified VIT Registered educators for commencement in 2025.

This application package will assist you with your application and must be read carefully and followed accordingly. This package includes:

1. About Marian College
2. About You
3. Position description
4. Child Protection and Safety

How to apply for an application to be considered, it is essential that application include:

1. a Cover Letter
2. a response to the "About You" selection statement
3. a detailed Resume and
4. a completed Application Form (from website) Application information on the Marian College Ararat website <https://www.mcararat.catholic.edu.au/about-us/employment-1> Email to the Principal - [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)

### Please note:

- Applications which do not comply with the Selection Guidelines may not be accepted and/or may require you to provide further information before your application can be considered.
- 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.
- In fulfilling Marian College Ararat's obligation to Ministerial Order 1359, 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:
  - VIT registration · 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.

Any false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. 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 Veronica Scott, Human Resources Manager via [vscott@mcarrarat.catholic.edu.au](mailto:vscott@mcarrarat.catholic.edu.au) or (03) 5352 3861.

### **About Us**

Marian College is committed to Gospel values centered co-educational Catholic secondary school, where all work in partnership to build an educational environment that allows young people to flourish and be their best. Marian College is founded in the values and commitment of the Brigidine traditions and the Kildare Ministries. The Culture of Learning at Marian College Ararat is a foundation document which provides the expectations of teachers and of students. A copy of the document is on the College's website

### **About You**

You will have demonstrated capacity to contribute positively in the Catholic traditions of Marian College. You will have demonstrated a high standard of competency and proficiency in classroom practice and student management, and ability to inspire and engage young people in their learning. You will have demonstrated capacity to effectively lead, develop and manage collaborative and high functioning teams with a focus on professional growth and development, strategic process improvement and organisational change that is forward thinking and innovative. Excellent interpersonal and communication skills including the capacity to develop productive and caring relationships with students, parents, and staff where the focus is on the learning and wellbeing of the student.

### **Child Protection and Safety**

Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect, and a child's exposure to family violence.

Marian College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

This Child Protection Program is made up of work systems, practices, policies, and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community. The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our Student Duty of Care Program. With the implementation of Ministerial Order 1359 relating to Child Protection and Safety in July 2022, Marian College Ararat, in conjunction with Kildare Ministries and the Catholic Education Office, Ballarat, commenced the process of introducing and imbedding child protection and safety policies and procedures throughout the College and associated community.

# Classroom Teacher

<b>Location : Marian College Ararat</b>
<b>Classification : Teacher T1-1 \$78,021 - T2-6 \$115,737</b>
<b>Reports to : Principal, Leadership Team</b>

STATEMENT OF DUTIES	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• An understanding of the ethos of a Catholic school and its mission.</li> <li>• A willingness to support the College's values, policies and procedures.</li> </ul>
<b>Classroom Teacher</b>	<ul style="list-style-type: none"> <li>• <b>Contemporary Teaching</b></li> <li>• Employ a variety of Formative Engagement teaching strategies to effectively build student understanding and confidence as independent learners</li> <li>• Develop a stimulating learning environment to cater for individual learning needs</li> <li>• Understand and adhere to state and national course requirements including the standards of professionals practice – Australian Standards of Teaching – and the CECV</li> <li>• Use the Marian College Classroom Expectations document (for staff) as a basis for your teaching</li> <li>• Use the Student Learning Action Statement as the basis of your classroom expectations of students</li> <li>• Give appropriate time to lesson planning and organisation</li> <li>• Keep accurate records of student attendance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Engage in learning progress discussions with students, TAs, Heads of House, parents</li> <li>• Write formal academic reports that conform to the Marian College report writing guidelines and timelines</li> <li>• Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress</li> <li>• <b>Curriculum Development</b></li> <li>• Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach</li> <li>• Develop assessment instruments in a collegial manner</li> <li>• Evaluate digital learning materials and make recommendations to subject coordinators about their implementation</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum</li> <li>• Attend faculty meetings as scheduled</li> <li>• Maintain and update curriculum in your teaching areas on the L&amp;T Portal</li> <li>• <b>Professional Development</b></li> <li>• Take an active role in the Marian College Professional Learning teams</li> <li>• Take an active role in the classroom observation process</li> <li>• Construct an annual professional learning plan and regularly annotate progress</li> <li>• Have current knowledge of curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional development in your teaching areas</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Participate in the Annual Review Meeting (ARM) process</li> <li>• Be an active member of a relevant professional association/network as time/distance permits</li> <li>• Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with Hub Leaders</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold a current Victorian Institute of Teaching Registration (VIT) and must be willing to undergo a National Police Record Check</li> <li>• 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</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Exercise pastoral care through your teaching, the TA/House system and other interactions with students in a manner which reflects Marian College values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Support and be involved in the co-curricular program</li> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Other duties as directed by the Principal</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Excellent interpersonal and communication skills</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Ability to develop and maintain strong working relationships with key stakeholders</li> <li>• Capacity to work to tight timelines</li> <li>• Proven capacity to work independently</li> <li>• Sound organisational skills including strong attention to detail</li> <li>• Proven time-management skills</li> <li>• Self-motivation</li> </ul>