



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: Daily Organiser

Commencing 2022

Closing Date

4.00pm, Tuesday 21st September

Marian College Ararat

Dear Applicant



Thank you for applying for a position at Marian College Ararat. This application package will assist you with your application and must be read carefully. This package includes:

1. Position description
2. Teaching at Marian College
3. Key Selection Criteria
4. Duties of a Teacher
5. Statement of Principles regarding Catholic education
6. Child Protection and Safety
7. Application for Employment
8. Pre-Employment Disclosure Questions
9. Applicant declaration

Please note

- Applications close at 4.00pm on Friday 1st October. Letter of application, supporting documents and Application for Employment form to be emailed to the Principal, at principal@mcarrarat.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.

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
- VIT registration (if applicable to the position)
- 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.

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.

Marian College is an Equal Opportunity Employer.

For any further information in relation to the position, please contact Veronica Scott, Human Resources Manager via vscott@mcarrarat.catholic.edu.au or (03) 5352 3861.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Carmel Barker'.

Mrs. Carmel Barker
Principal





Position Description

Job Title: Teacher Daily Organiser

Tenure: Contract, with Possibilities of ongoing

Load: Full time teacher with POL2, 470min

Remuneration: \$72,058 - \$108,003 pa depending on years of service (teaching), Position of Leadership \$5,793.00

Teaching at Marian College

At Marian College we are seeking committed and suitably qualified teachers who:

- have an understanding of the ethos of Catholic education and its' mission,
- highly organized and accurate,
- good communication skills,
- an ability to work collaboratively with teachers, admin staff and leadership,
- have a love of learning and a wish to share this,
- are interested in working as part of a dedicated teaching team,
- an ability to plan ahead and respond with patience in high pressure times.

The Culture of Learning at Marian College is a foundation document which provides the expectations of teachers and of students. A copy of the document is on the College's website.





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"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church’s teachings and the Catholic teacher’s role in the mission of the Church • A demonstrated capacity to instill in students a respect for each other in accordance with the teachings of Jesus Christ • A capacity to integrate the Church’s teachings into all aspects of curriculum
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	<p>Essential:</p> <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or willing to work towards such accreditation)
	<p>Desirable Other:</p> <ul style="list-style-type: none"> • Relevant post-graduate studies (or working towards such qualifications) • Cert IV Training and Assessment (Current) • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum • Demonstrated experience in using ICT to teach subject area
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





Daily Organiser

Location : Marian College Ararat
Classification : POL2, 470 mins
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.
Daily Organiser	<p>The Daily Organiser is responsible for the coordination, management and implementation of short term cover for teacher absences throughout the College, by the allocation of Extras, "in lieu's" and Casual Relief Teachers (CRT cover on a daily basis).</p> <p>The role of the Daily Organizer is as follows:</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; To ensure, on a daily basis, that all short term absences of staff are covered by the allocation of extras, "in lieu's", and where necessary employment of CRT's in a manner that recognises equity and fairness and recognises individual teacher skills and qualifications along with particular class needs Be available after school hours on the school mobile to receive notification of absences by staff. To inform teachers and CRT's of classes to be covered, extras to be taken, etc. via the Bulletin and Staff Extra's on Simon Provide a detailed list of instructions to all relief teachers including maps of Marian College, role clarity guidelines and information regarding student discipline procedures and students medical alerts. Monitor allocations am absences for effective use of College resources. Maintain an up-to-date list of CRT teachers; qualifications, registration details, availabilities and contact details. To anticipate coming events and make suitable preparations for them. To meet with the Principal each week to discuss coming events, the employing of emergency teachers, the staffing of school excursions etc. To consider applications from staff to attend in-services, in consultation with the Principal and Head of Learning and Teaching and to give assent if all other circumstances allow. To advise student teachers of procedures relating to classroom management, excursions, guest speakers and any other matters relevant to their successful conduct of their teaching rounds.
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





	<p>undergo a National Police Record Check</p> <ul style="list-style-type: none"> • 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	<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

Statement of Principles Regarding Catholic Education

The task of the Catholic school

Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.

(Congregation for Catholic Education, The Catholic School, 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that go far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)





Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives ... Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith ... No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church ... The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members ... More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2008:

Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.

It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church's mission may be served effectively, and the young people may discover the joy of entering into Christ's "being for others".

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2010)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young people, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all staff employed in a Catholic school that they:

- (a) accept the Catholic educational philosophy of the school;
- (b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
- (c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
- (d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
- (e) in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies, and uphold the professional standards expected of a teacher;



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- (f) be committed to regular ongoing professional development;
- (g) be qualified as required by state authorities;
- (h) be a person suitable to work with children.



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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 870 relating to Child Protection and Safety in January, 2016, 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.





Application for Employment – Classroom 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:

- a) Working with Children Check status, or similar check
- b) proof of personal identity and any professional or other qualifications
- c) the person’s history of work involving children
- d) 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 teaching 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 EMPLOYMENT	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@mcarrarat.catholic.edu.au

Your 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
- Relevant training and courses/qualifications
- Employment record
- Three nominated referees

3. Completed 'Application for Employment' form.

