



POSITION VACANCY – Director of Teaching and Learning

Job Title:	Director – Teaching & Learning	Job Category:	Middle Management
Department/Group:	Promotional Position - Director		
Location:	Geraldton Campus	Reports To:	Deputy Principal – Teaching & Learning
Level/Salary Range:	\$134, 438 (Assistant Deputy Principal Level Category 7 Step 3)	Position Type:	Full-time, Permanent Position
HR Contact:	morgan.alison@ncc.wa.edu.au	Commencement:	01 January 2018
		End Date:	31 December 2025

Job Description

POSITION DESCRIPTION:

The Director of Teaching and Learning is an additional role created to cater for the continued development of Teaching and Learning in the College.

The Teaching and Learning Team currently comprises the Deputy Principal - Teaching & Learning, a Director of Teaching & Learning (currently called the Director of External Studies) the Heads of Learning Areas and the teachers.

The ideal candidate will have experience leading Teaching and Learning either as a Head of Learning Area or as a Co-ordinator of a Learning Area.

Applicants must have a genuine love of learning and must be highly skilled classroom practitioners. They must be able to demonstrate a commitment to collaborative and reflective practices, pastoral care, co-curricular responsibilities and the values of the College. They must be prepared to lead by example, implement and use current educational practices and support staff and students in a culture of improvement. Their use of ICT within a classroom setting will be a well-established aspect of their practice.

The position will be crafted to suit the successful applicant in alignment with the current Teaching and Learning Team. Components of the role may include supporting the College's Carnarvon Campus and overseeing Vocational Education and Training.

This position will be reviewed every three years. It has a tenure of 8 years maximum.

ROLES AND RESPONSIBILITIES:

Whilst the final Roles and Responsibilities will be dependent upon the successful applicant, it is essential that the successful applicant will have the ability to:

- Use data to improve current teaching practices
- Provide quality feedback to teaching staff
- Lead meetings and information sessions
- Liaise with College stakeholders

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Minimum of a post graduate degree in education
- Minimum of 5 years teaching experience
- Have completed Accreditation to Teach in a Catholic School.
- Current registration with Teachers Registration Board WA
- Current Working with Children Check

SELECTION CRITERIA:

- Experience leading Teaching and Learning either as a Head of Learning Area or as a Co-ordinator of a Learning Area.
- Have a genuine love of learning and must be highly skilled classroom practitioners
- Demonstrate a commitment to collaborative and reflective practices
- Ability to implement and use current educational practices and support staff and students in a culture of improvement
- Well-established use of ICT within a classroom setting.
- A commitment to the College values within a Pastoral Care framework – Connected to the Spirit, Presence, Compassion, Love of Work, and Audacity.

For further information about the role, please contact:

Mr Rob Crothers

Principal

0430 955 544

crothers.rob@ncc.wa.edu.au

The closing date for this position is: 04 October 2017

Please scroll down and complete the attached application form (fillable PDF) to which you should also attach your:

- Cover Letter
- Selection Criteria
- Copies of all Relevant Qualifications (including Accreditation to Teach in a Catholic School)
- Copy of TRBWA Registration
- Copy of Working with Children Check
- Statement of Service

All applications should be submitted electronically to:

Mrs Alison Morgan (HR Officer) morgan.alison@ncc.wa.edu.au

Please note, only applicants who fill out the College Application Form will be considered for this role.



INFORMATION FOR APPLICANTS

The ideal applicant would be able to demonstrate the following attributes:

- Authentic witness to faith
- Innovative and creative educator
- Abreast of current educational changes and contemporary education practices
- Excellent relationships with students
- Strong pedagogical skills
- Work well with staff in a collaborative manner
- Passionate about their profession
- Teaching style based in reflective practice
- Ability to innovate and or initiate

Applicants, who are subsequently shortlisted, should note that the Selection Panel is very keen to ensure that it is fully informed about a particular applicant's strengths. As such, in the interview, it is acceptable for applicants to refer to notes or other documents such as portfolios, which may provide evidence of particular skills or accomplishments.

Please complete the Application for Employment to which you should attach your:

- Cover Letter
- Copies of all relevant qualifications
- Copy of TRBWA registration
- Copy of Working With Children card

APPLICATION FOR TEACHING POSITION

1. Personal

Name:

Address

Phone: Home:

Mobile:

Email:

Date of Birth:

Current School:

Current School's Contact Details:

Religious Denomination:

Catholic Education of WA (CEWA) Accreditation

Accreditation Status (Select one):

Accreditation to Work in a Catholic School

Accreditation to Teach in a Catholic School

Accreditation to Teach Religious Education

Accreditation for Leadership of the Religious Education Learning Area

Educational Qualifications (Including those for Religious Education)

Qualification	Name of Institution	Year Obtained
---------------	---------------------	---------------

2. **Teaching and Leadership Experience** (Indicate, in order, positions held, commencing with most recent)

School Current Employer	Dates	Position Held Years/Subjects
--------------------------------	--------------	---

3. **Referees**

Names and addresses of persons who have consented to act as referees.

The Principal reserves the right to contact persons not nominated in this application.

Professional Referee 1 (someone with whom you have worked recently):

Name:

Address:

Phone: Home/Mob:

Business:

Professional Referee 2 (someone with whom you have worked recently)

Name:

Address:

Phone: Home/Mob:

Business:

Current Employer

Name:

Address:

Phone: Home/Mob:

Business:

If you do not want the Current Employer to be contacted please outline your reasons, and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.

Reason:

Alternative to Current Employer

Name:

Address:

Phone: Home:

Business:

Parish Priest

Name:

Address:

Phone: Home:

Business:

4. Teaching and Learning

From the drop down menu please select the description that indicates your proficiency level in the following:

My knowledge of the Australian Curriculum is

My understanding of the WACE post 2014 is

My understanding of the AITSL Standards is

My content knowledge in my Learning Area is

My engagement with current trends in education through professional development is

My ability to use the most appropriate teaching practices in the classroom is

My ability to engage students in the curriculum is

My understanding of what it is to be a 21st Century learner is

My ability to effectively incorporate ICT in my Learning Area is

Relationships/Qualities/Skills

My colleagues would describe my ability to work collaboratively as

My communication and interaction with other staff members is

My current line manager would describe my student behaviour management skills as

I would describe the way I relate to students as

My communication with students is

Parents would describe my communication with them as

My ability to motivate and encourage others is

My ability to show initiative is

My ability to work independently is

My public speaking abilities are

My written communication skills are

My IT skills are

My ability to use MAZE is

My ability to use a LMS such as SEQTA is

Faith and Life

My understanding of the values that underpin a Catholic education is

My fostering of the ethos in my current school would be described by my school's community as

My pastoral concern for students would be described by others as

My pastoral concern for staff would be described

by others as

My understanding of the Scriptures and how they can be linked to contemporary life is

My ability to lead a variety of liturgical practices is

5. Applicants are asked to provide two examples of their teaching experience that have emanated from their own reflective practice, which required them to collaborate with others, and resulted in innovation or an initiative being implemented in the teaching program, department or school. Ideal length would be approximately half a page of A4 typed.

Example 1:

Example 2:

NAGLE CATHOLIC COLLEGE

Notice concerning Collection of Information

1. In applying for this position you will be providing Nagle Catholic College with personal information. We can be contacted by telephone at (08) 9920 0500, by fax at (08) 9920 0515, and by e-mail at admin@ncc.wa.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants may be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact upon the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.

Where did you see this position advertised?

Date: _____