

## POSITION VACANCY – ENGLISH TEACHER

<b>Job Title:</b>	English Teacher	<b>Job Category:</b>	Teaching Staff
<b>Department/Group:</b>	English and Languages		
<b>Location:</b>	Geraldton Campus	<b>Reports To:</b>	Head of Learning Area – English and Languages
<b>Level/Salary Range:</b>	\$63, 758 - \$103, 048 depending on level of experience.	<b>Position Type:</b>	Full-time, Temporary Position (with possibility of becoming ongoing).
<b>HR Contact:</b>	<a href="mailto:alison.morgan@cewa.edu.au">alison.morgan@cewa.edu.au</a>	<b>Commencement:</b>	16 July 2018 (Term 3)
		<b>End Date:</b>	31 December 2018
<b>Job Description</b>			
<p><b>POSITION DESCRIPTION:</b></p> <p>The ideal candidate will have experience exhibiting the highest levels of linguistic excellence, pedagogy, professionalism and commitment to the ethos of the College. Experience teaching Year 7 - 10 students is desirable. Awareness of teaching in an iPad school and/or using ICT to teach is a requirement.</p> <p>Applicants must have a genuine love of learning and be able to demonstrate a commitment to student centered-learning, collaborative practice, pastoral care, co-curricular responsibilities and the values of the College.</p> <p><b>ROLES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- Assist with the development and sharing of teaching materials.</li> <li>- Provide student reports as required.</li> <li>- Attend Parent/Teacher/Student Interviews as scheduled.</li> <li>- Attend Staff and Faculty meetings as scheduled.</li> <li>- Participate in the College’s Professional Development activities.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>- Minimum of a Diploma of Education (English, Literature or comparative major)</li> <li>- Current registration with Teachers Registration Board WA</li> <li>- Current Working with Children Check</li> </ul>			

**SELECTION CRITERIA:**

Our selection criteria are based on the seven Teacher Standards outlined by the Australian Institute for Teaching and School Leadership (AITSL). Please provide an example for each standard of how you action these standards in your professional practice. Your examples should relate to the role you are applying for.

The standards can be found on the AITSL website: <https://www.aitsl.edu.au/teach/standards>  
*Graduate Teachers – Please provide examples from your practicums and refer to the Graduate Standards.*

**Closing date for applications: 25 June 2018 at 12:30pm**

Please scroll down and complete the attached application form (fillable PDF).

All applications should be submitted electronically to:

Mrs Alison Morgan (HR Officer) [alison.morgan@cewa.edu.au](mailto:alison.morgan@cewa.edu.au)

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



101-103 Sanford St, GERALDTON, WA, 6530  
 Website: [www.ncc.wa.edu.au](http://www.ncc.wa.edu.au)

Ph: (08) 99200 500  
 Email: [admin@ncc.wa.edu.au](mailto:admin@ncc.wa.edu.au)

## APPLICATION FOR A TEACHING VACANCY

**POSITION:**

**NAME:**

### 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.

Qpn "cr r necpw'y j q'r tqxf g'vj ku'eqo r ngvf "cr r necvqp'hqto 'y kn'dg'eqpukf gt gf "hqt"vj g'r qukqp0'

- Cover Letter
- Copies of all relevant qualifications
- Copy of TRBWA registration
- Copy of Working with Children card
- CEWA Check of Employment Status "Nqecvqf "cv'vj g'gpf "qh'vj ku'hqto +

**Confidential to the Principal, HR Officer, relevant senior staff and panel members**

## APPLICATION FOR TEACHING POSITION

1. Where did you hear about this position?

2. Personal

<b>Title:</b>	
<b>Full Name:</b>	<b>Preferred Name:</b>
<b>Residential Address:</b>	
<b>Postal Address:</b>	
<b>Home Phone:</b>	<b>Mobile:</b>
<b>Email:</b>	

<b>Current School:</b>	
<b>Current School's Contact Details:</b>	
<b>Emergency Contact:</b>	<b>Phone:</b>
<b>Religious Denomination:</b>	

**3. Teaching Record** (Indicate, in order, positions held, commencing with current or most recent)

Educational Institution: Start/End Date:  
Role/s:

Educational Institution: FTE:  
Role/s: Start/End Date:

Educational Institution: FTE:  
Role/s: Start/End Date:

Educational Institution: FTE:  
Role/s: Start/End Date:

**4. Leadership Experience** (If applicable to the position)

Educational Institution: Start/End Date:  
Role/s:

Educational Institution: FTE:  
Role/s: Start/End Date:

Educational Institution: FTE:  
Role/s: Start/End Date:

Educational Institution: FTE:  
Role/s: Start/End Date:

FTE:

5. **Educational Qualifications** (Relevant to the position)

Qualification	Name of Institution	Year Obtained

6. **Catholic Education of WA (CEWA) Accreditation**

Have you completed:

Accreditation to Work in a Catholic School	Yes	No
Accreditation to Teach in a Catholic School	Yes	No
Accreditation to Teach Religious Education	Yes	No
Accreditation for Leadership in a Catholic School	Yes	No

*(Please attach copies of Accreditation certificates)*

7. **Co-curricular Qualifications/Experiences**

Bus Licence	Yes	No	Date Obtained:
Surf Rescue	Yes	No	Expiry Date:
First Aid	Yes	No	Expiry Date:
Memberships	Yes	No	Association:

Other:

**8. Recent Professional Development within the last two years.**

<b>Course</b>	<b>Course Provider</b>	<b>Date Obtained</b>

**9. Parish/Community Involvement**

**Describe ways you are/have been involved in your Parish and/or Community.**

**10. Education Philosophy** (College Values are located on our website: *Our College* page)

**In the space below, please outline your philosophy and how it aligns with the College Values.**

**In the space provided, please outline the skills/attributes you have that make you a suitable candidate for this position?**



## 11. Referees

### Current Employer

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**Name:**

**Position:**

**Address:**

**Phone:**

**Email:**

*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 who you have been responsible in your employment in the Current Employer section.*

**Reason for not wanting Current Employer contacted:**

### Parish Priest (If Catholic)

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**Name:**

**Position:**

**Address:**

**Phone:**

**Email:**

### Professional Reference 1

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**Name:**

**Position:**

**Address:**

**Phone:**

**Email:**

### Professional Reference 2

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**Name:**

**Position:**

**Address:**

**Phone:**

**Email:**

I have advised the above referees they have been included on this application form.

Yes:

No:

## **12. Selection Criteria**

Our selection criteria are based on the seven Teacher Standards outlined by the Australian Institute for Teaching and School Leadership (AITSL). Please provide an example for each standard of how you action these standards in your professional practice. Your examples should relate to the role you are applying for.

The standards can be found on the AITSL website: <https://www.aitsl.edu.au/teach/standards>

*Graduate Teachers – Please provide examples from your practicums and refer to the Graduate Standards.*

### **1. Know students and how they learn.**

### **2. Know the content and how to teach it.**

**3. Plan for and implement effective teaching and learning.**

**4. Create and maintain supportive and safe learning environments.**

**5. Assess, provide feedback and report on student learning.**

**6. Engage in professional learning.**

**7. Engage professionally with colleagues, parents/carers and the community.**

- 13. Applicants are asked to provide one example of their teaching experience that has 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 type)*

# **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](mailto: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.



## CHECK OF EMPLOYMENT STATUS

NB: This personal information is being collected to conduct a screening check for certain criminal offences and employment history.

Please email the form to [ecr@cathednet.wa.edu.au](mailto:ecr@cathednet.wa.edu.au). Please include the applicants name in the subject heading.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED				OFFICIAL USE ONLY	
<b>FAMILY NAME</b>  <b>GIVEN NAME(S)</b>  <b>PREVIOUS NAME(S) OR ALIAS</b>				YES	NO
<b>DATE OF BIRTH</b>					
<b>PLACE OF BIRTH</b>					
<b>INTERSTATE ADDRESS (If Applicable)</b>					
<b>QUALIFICATIONS</b>	<b>UNIVERSITY</b>	<b>STATE / COUNTRY</b>	<b>YEAR</b>		
<b>EMPLOYMENT HISTORY</b>					
POSITION	ORGANISATION / SCHOOL	STATE / COUNTRY	DATES		
<b>DECLARATION BY APPLICANT</b>					
I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.					
<b>SIGNATURE OF APPLICANT</b>			<b>DATE</b>		
<b>TO BE COMPLETED BY REQUESTING SCHOOL</b>					
<b>SCHOOL NAME</b>					
<b>REQUESTING OFFICER</b>					
<b>OFFICIAL USE ONLY: SCREENING AUTHORISATION</b>					
<b>SIGNATURE</b>			<b>DATE</b>		