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| **Director of College Organisation** |

**1. PERSONAL PARTICULARS**

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| --- | --- | --- | --- |
| Title: |  | Given Names: |  |
| Surname:  |  | Previous Surname: |  |
| Address: |  |  |  |
| Postal Address: |  |  |  |
| Religion/Denomination: |  |
| Home Phone: |  | Work Phone: |  |
| Mobile:  |  | Email: |  |
| Current Parish Priest: |  | Phone No. |  |
| Parish Address: |  |

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| --- | --- |
| VIT Reg. Number: **(Please attach evidence)** |  |
| CECV Accreditation to Teach Religious Education or Lead in a Catholic School Number:**(Please attach evidence)** |  |

**2. CURRENT EMPLOYMENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Present Employer: |  | Position: |  |
| Present School: |  | Date of Appointment: |  |
| School’s Address: |  |
| Description of Responsibilities: |  |

**3. TERTIARY AND FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications/Major** | **Name of Institution** | **From** | **To** |
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**4. TEACHING EXPERIENCE** *(Please include Religious Education teaching experience)*

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| --- | --- | --- | --- |
| **From** | **To** | **School**  | **Subject or Areas** |
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|  |  |  |  |
| **Note: You must include all previous employers. If more space is required, insert extra rows as needed.** |

**5. LEADERSHIP EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Position Held** |
|  |  |  |
| **Description of Experience** |
|  |
| **From** | **To** | **Position Held** |
|  |  |  |
| **Description of Experience** |
|  |
| **From** | **To** | **Position Held** |
|  |  |  |
| **Description of Experience** |
|  |
| **Note: You must include all previous positions. If more space is required, insert extra rows as needed.** |

**6. VOLUNTEER WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Organisation & Address** | **Position/Work Performed** |
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| **Note: You must list all previous places of volunteer work where such work was child-related, e.g. coaching, tutoring, youth groups, etc. If more space is required, insert extra rows as needed.** |
|  |  |  |  |

**7. OTHER EXPERIENCES YOU CONSIDER RELEVANT**

 Include any leadership preparation course/s, where applicable.

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| --- | --- | --- |
| **From** | **To** | **Description of Experience** |
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| **Note: If more space is required, insert extra rows as needed.** |

**8. RELEVANT AND SIGNIFICANT PROFESSIONAL DEVELOPMENT IN THE PAST FIVE YEARS**

|  |  |  |
| --- | --- | --- |
| **Year** | **Course/Unit** | **Description** |
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**9. PROFESSIONAL ASSOCIATIONS**

|  |  |  |
| --- | --- | --- |
| **Association** | **Position Held** | **Year** |
|  |  |  |
|  |  |  |
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**10. REFEREES**

***Please list the name, full postal address and phone number of three Confidential Referees.***

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| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Address: |  |
| Relationship to Self: |  |
| Home Phone: |  | Work Phone: |  |
| Mobile: |  |
| Email: |  |
| Name: |  | Position: |  |
| Address: |  |
| Relationship to Self: |  |
| Home Phone: |  | Work Phone: |  |
| Mobile: |  |
| Email: |  |
| Name: |  | Position: |  |
| Address: |  |
| Relationship to Self: |  |
| Home Phone: |  | Work Phone: |  |
| Mobile: |  |
| Email: |  |

**11. SELECTION CRITERIA**

**Applicants are requested to briefly address each of the following selection criteria:**

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| ***Catholic Identity*** * A demonstrated understanding of the ethos and mission of a Catholic school in the Josephite tradition.
* A demonstrated understanding of the Church’s teachings and the catholic teacher’s role in the mission of the church.
* Demonstrate a capacity to express their understanding of the mission of a catholic school in action
* A demonstrated capacity to instil 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.
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| ***Vision and values*** * Ability to articulate the vision and values of the College and to inspire a wide range of people in order to initiate programs, events and developments.
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|  |
| ***Commitment to Child Safety and Wellbeing**** Demonstrated capacity to create and foster a child-safe culture, and develop and embed student voice within this.
* Demonstrated capacity to ensure legal obligations relating to child safety are embedded and maintained.
* Implement procedures to provide students with a child-safe environment
* Support the implementation of the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
* Proactively monitor and support student wellbeing
* Exercise pastoral care in a manner which reflects school values
* Implement strategies which promote a healthy and positive learning environment
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| ***Leading College Operations**** Thorough knowledge of contemporary best practice approaches to College organisation and Timetabling;
* Excellent knowledge of innovations in pedagogy, technologies influencing the learning landscape and learning environments as it applies to the organisational elements of a secondary college including\_
	+ Subject Selection
	+ Curriculum Design
	+ Planning Events
	+ Oversight of camps and Excursions
* Knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role.
* Knowledge of the College’s policies and procedures regarding risk management as it relates to learning and teaching;
* Demonstrated commitment to ongoing learning through post graduate studies;
* Willingness to participate in the life of the school including attending and supporting extra-curricular activities that are related to the specific leadership position;
* Capacity and willingness to undertake their role with flexibility;
* Well-developed interpersonal skills and the ability to work collaboratively with members of the College community, other schools and educational authorities;
* A strong commitment to continuous improvement in personal practice; and
* A willingness to represent MMCRC in a public forum.
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| ***Leading the management of the school*** * Developing capacity to ensure that the school’s human, physical and financial resources are efficiently allocated and managed, including ongoing compliance with the Child Safe Standards and the requirements of the Victorian Registration and Qualifications Authority.
* Have an ability to work in a collaborative environment as a member of a leadership team and respect personal, private and confidential matters.
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|   |
| ***Engagement*** * Demonstrated capacity to engage professionally with colleagues, parents/carers and the community.
* Demonstrated capacity to initiate and lead activities that focus on improving educational opportunities for all students.
* Demonstrated capacity to establish inclusive learning environments that meet the needs of students with disabilities and those from diverse linguistic, cultural, religious and socio-economic backgrounds.
* Have strong verbal and written communication skills
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**12. PRE-EMPLOYMENT DISCLOSURE QUESTIONS** IS an inherent requirement of a

It is an inherent requirement of the position that you be a person suitable to work with children. 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.

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| 1. **Have you ever had any disciplinary action taken against you by an employer?**
 |
| **NO** [ ]  **YES** [ ]  *if yes, please provide details*. |
|  |

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| --- |
| 1. **Have you ever had any finding of improper or unprofessional conduct made against you by an employer or other body?**
 |
| **NO** [ ]  **YES** [ ]  *if yes, please provide details.* |
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|  |
| --- |
| 1. **Have you ever been subject to any investigations by an employer or other body?**
 |
| **NO** [ ]  **YES** [ ]  *if yes, please provide details.* |
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| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your 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** [ ]  **YES** [ ]  |

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| --- |
| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?**
 |
| **NO** [ ]  **YES** [ ]   *if yes, please provide details.* |
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**13. APPLICANT DECLARATION**

1. I declare that the information contained in this application form and accompanying documentation is complete and accurate to the best of my knowledge and no information concerning my employment history has been withheld. I understand that deliberate inaccuracies or omission may result in non-acceptance of this application and/or termination of employment.
2. I understand that any wilfully incorrect or misleading answer or material which relates to any of the questions in this application form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.
3. I declare that there have been no substantiated allegations of professional misconduct against me or any criminal convictions which I have not disclosed or that I am not currently under investigation for professional misconduct.
4. I declare I am not and have not been bankrupt, I have not taken the benefit of any law for the relief of bankrupt debtors, I have not compounded with creditors, and I have not assigned property for the benefit of my creditors.
5. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making enquiries of any or all previous employers in connection to the information and answers I have provided in this application form to verify the accuracy of the information in this application form and to confirm my ability to carry out the inherent requirements of the position including my suitability to work with children.
6. I understand that personnel of the Diocese of Sale Catholic Education Limited reserve the right to approach referees other than those nominated.
7. 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*.
8. 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*.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |

Please address applications to Mr John Freeman, Principal and return to:

Ms Nia Robinson

Principal’s Executive Assistant

Private Bag 7

LEONGATHA VIC 3953

nrobinson@mmcrc.catholic.edu.au

Closing date for applications: 28th February 2025