



Emmanuel Catholic College

Whadjuk Boodjar, 122 Hammond Road, Success WA 6164
Telephone: 08 9414 4000 Email: admin@emmanuel.wa.edu.au
www.emmanuel.wa.edu.au



Dear Applicant

Thank you for your interest in Emmanuel Catholic College.

Emmanuel Catholic College is an innovative and vibrant school community that seeks to deliver an engaging contemporary 21st Century education. We are a proud Catholic school, committed to providing a holistic education encompassing a vision where we strive to develop a strong sense in our students of the benefits in becoming men and women for the service of others.

All staff have a major role to play in achieving our mission and offering a quality education in line with our College Vision and Values.

We aim to attract employees who want to be part of a community of innovative, life-long learners, providing a safe and nurturing environment for our students, delivering personalised education, and striving for excellence.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Any questions regarding this role can be directed to Mr Vince Bellini, Vice Principal on 9414 4000.

Kind regards

Mr Paul Watson
Principal

Position Information

Head of English

Full-Time, ongoing (commencing 2024)

About us

Emmanuel Catholic College is a leading co-educational school for students in Years 7 to 12, located in Perth's southern suburb of Success. Emmanuel Catholic College opened its doors in 1999 to a small group of Year 8 students. It is now home to approximately 1,100 students.

The College name, derived from the Hebrew word Emmanuel, means "God is with us". The campus is a modern and vibrant learning area, equally enhanced by the natural beauty of both Lake Kogalup and the natural bushland area of the Beeliar Regional Park.

Emmanuel Catholic College acknowledges and pays respect to the Traditional Owners and Elders, both past and present of the land on which our College is located, the Whadjuk people of the Nyungar Nation.

Success Criteria

The successful applicant will:

- Possess or be willing to complete the requirements for Accreditation to Teach/Work in a Catholic School.
- A willingness to learn, innovate and be creative.
- Investment in ongoing Professional growth.
- The capacity to work independently and collaboratively.
- Uncompromising confidentiality.
- Very strong attention to detail.
- Ability to work as part of a team.
- Excellent communication skills (verbal and written).
- Excellent time management skills and the ability to meet deadlines in a timely and efficient manner.
- The ability to coordinate multiple projects at once.
- The highest degree of professionalism.
- Understanding and support of the Catholic Ethos.

Essential Requirements

- Hold the relevant teaching degree.
- Current Working with Children Check.
- Current TRBWA registration.

Conditions and Salary

For Conditions and Salary, please refer to the Catholic Education Western Australia (CEWA) Enterprise Bargaining Agreement (EBA):

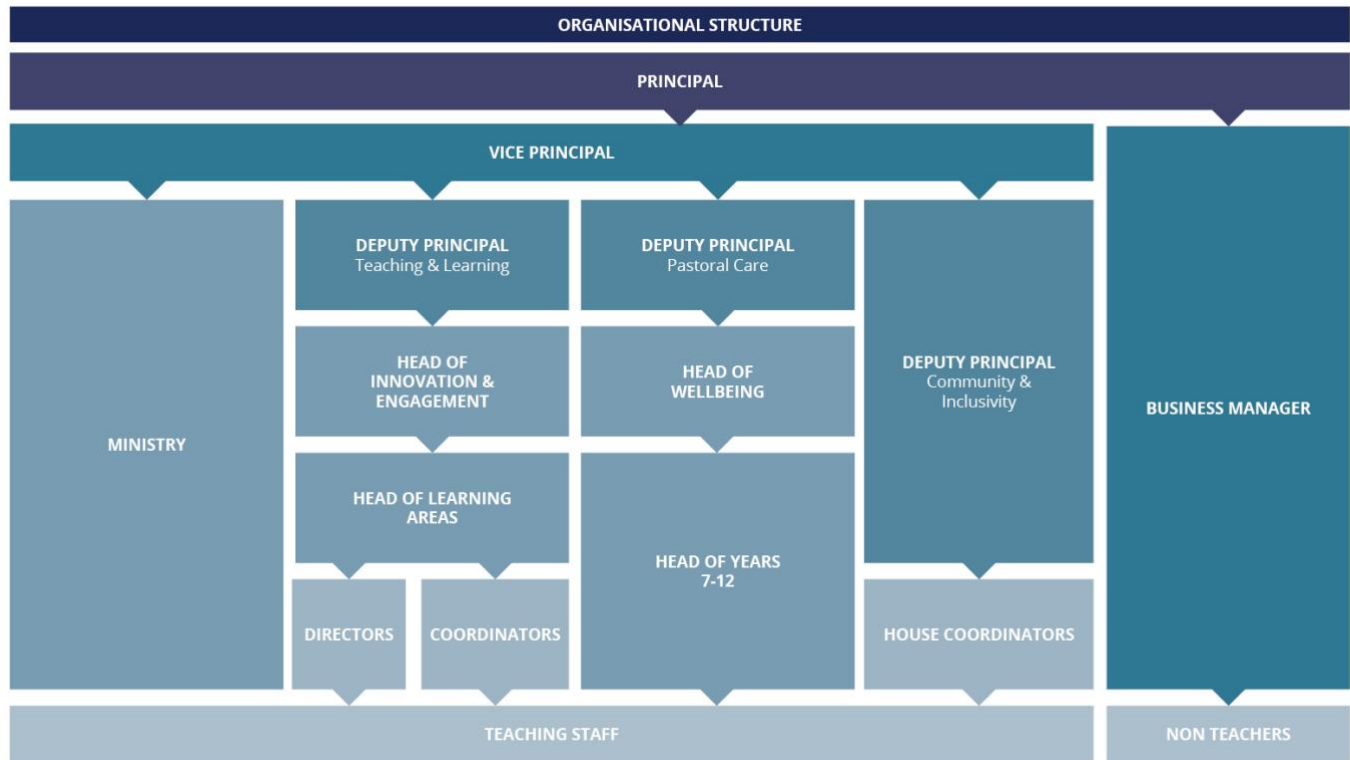
[Teaching Staff](#)

[Salary Schedule](#)

Applications close at 3.00pm on Wednesday 14 June 2023

Duty Statement

Head of Learning Area



Emmanuel Catholic College continually strives to create and enable a variety of engaging learning opportunities for students that provide the necessary skills, knowledge and experiences to prosper as global citizens in the world. In doing so, we seek to inspire a passion for life-long learning in meeting the individual needs of all students so that they may achieve their true potential. In acknowledging parents and care givers as the first and most influential educators and with strong links to the local community and industry, the College provides students with opportunities to immerse themselves in an education centred around real life, informed by contemporary research and best practice.

Teachers at Emmanuel Catholic College are expected to be passionate and innovative educational practitioners, committed to engaging students in a meaningful and purposeful manner within a 21st Century contemporary educational landscape. In undertaking a commitment to a highly contemporary educational philosophy, the College does not operate a traditional timetable but rather classes are run as a mixture of 100 and 50 minute learning blocks with an optional four-day week for Year 12 students (Emmanuel Flexi).

The ability to develop and maintain positive relationships with students, colleagues and families is paramount across the College's Vision for Learning and vital in building a positive and professional learning community. Staff are required to comply with the College Code of Conduct at all times.

Heads of Learning Area carry the general responsibility for the teaching and learning program within their area. They are members of the Senior Staff group within the College in relation to their general experience, curriculum planning and decision-making and mentoring responsibilities. They are members of the Academic Council and expected to work closely with the Executive Leadership Team.

As a senior member of the teaching staff and decision-making process, there is a clear expectation that Heads of Learning Area consistently maintain a high level of professionalism, confidentiality, and leadership within the College community.

Areas of Responsibility:

- To support and promote the aims and ethos of the College.
- To enact and promote contemporary 21st Century Teaching and Learning best practice.
- To keep abreast of current developments in their learning areas and keep teachers informed of these.
- To foster relevant activities which complement the learning in their learning area.

Teaching and Learning and Curriculum Development:

- Oversee the programs and the course structures in their learning areas.
- Manage the electronic filing of copies of all programs and assessment procedures within their department.
- Develop guidelines and procedures in all their subject areas regarding home study, assessment, reporting and recording.
- Liaise with the Executive Leadership Team regarding the development of curriculum offerings, involving the assessment of student needs, resources, and staffing requirements.
- Plan and implement appropriate programs designed for a range of student needs.
- Monitor assessment tasks within the learning area.
- Ensure that assessment is awarded fairly and consistently in accord with approved programs and assessment structures and ensure they are recorded properly.
- Oversee the work of teachers in the learning area to ensure they are in accord with the programs and assessment structures in the area.
- Be involved in the process of staff appraisal for teachers in their learning area.
- Actively engages learning area in developing contemporary pedagogical practices.

Communication:

- To be available for consultation with individual teachers in all matters relating to teaching of the subject and other activities related to the subject. In particular, to monitor and advise teachers new to the College or new to the profession during their first year at the College.
- To conduct learning area meetings as appropriate to communicate decisions from other meetings and to generate discussion on issues needing to be reported back.
- To liaise with all staff in the team regularly, either by formal meetings or by working with individuals.
- To be responsible for preparation and submission of any materials as requested by the Deputy Principal for SCSA or other external bodies.
- To be available and participate in Information Evenings and the dissemination of curriculum information to parents.
- To communicate with parents on issues of concern with regard to courses, assessment structures and the curriculum.

Staff Development:

- To support and encourage the professional and personal growth of all members of the team.
- To assist teachers in the development of classroom management skills and teaching strategies within their learning area.
- To be responsible for the induction of new staff into the learning area.
- Assist in appraisal of Staff with the Vice Principal / Deputy Principals as part of the College Appraisal Policy.

Resources:

- To be responsible for consultation with staff on the selection of appropriate resources and other teaching materials within the learning area.
- To have overall responsibility for the budgeting, ordering and expenditure for the learning area.

Administration:

- Recommend pre-requisites for admission to courses and for sequential courses.
- To collate recipients for subject awards in consultation with the relevant teachers.
- To assist the appropriate Deputy Principal to prepare the timetable and recommend staff for each teaching area.
- To liaise with teaching staff and Deputy Principal regarding the placement of students in class groups.
- To supervise any non-teaching staff appointed to assist in the learning area.
- Where required, to assist the Principal with the selection, appointment and appraisal of staff within the Department.

Pastoral Care:

- To demonstrate care and concern for the spiritual, emotional, social, physical and academic development of the students within one's care.
- To provide a caring environment by supporting the Catholic ethos and liturgical activities of the College.
- To communicate concerns about students to relevant staff such as Heads of Year, Form Teachers, School Counsellor, or Deputy Principals as appropriate to the occasion.
- To be involved in House activities and pastoral events as required.

Extra-Curricular:

- To promote and assist in the extra-curricular program of the College, interacting with students in activities outside the set curriculum.
- To support the College by attendance at various extra-curricular and school events or functions.

Other:

- To maintain a regular and constant presence within learning areas of their responsibility.
- To assist in overseeing the condition and security of teaching facilities used by the learning area.
- To carry out other duties as requested and in consultation with the Principal.
- Collaborate with other HOLAs as to cross curricular capabilities and the overall delivery of the College Teaching & Learning program.

Tenure and Conditions:

- The appointment period is for eight (8) years with a summative review at the end of the third (3rd) and sixth (6th) year, subject to satisfactory performance at each stage.
- The status and employment conditions may be reviewed at the end of each contract period.
- This position has a teaching load of approximately 18 teaching periods per week with no Pastoral Care Class timetabled. This position has the promotional position allowance of Category 1, Level 1.
- To attend scheduled meetings of Academic Council (and elsewhere as requested by the Principal) and actively participate and liaise with members of the group on curriculum issues.
- Responsible to the Deputy Principal of Teaching & Learning.

After Hours Requirements at College Events include:

- College Graduation.
- Presentation Night.
- Parent Teacher Events.
- College Tours.
- Year 7 Orientation Evening.
- College events as required or as specified by the Principal.

Appointment:

On appointment, the successful applicant will be required to:

- Have a current TRBWA.
- Have a current Working with Children Check (WWCC).
- Complete Mandatory Reporting Training.
- Complete Staff Code of Conduct Training.
- Acquire and/or maintain relevant Accreditation requirements.



General Information for Applicants

Applicants must be fully supportive of the objectives and ethos of Catholic education and be involved in co-curricular activities as part of general duties.

All applicants must have a current Working with Children Check (WWC) and those applying for a teaching position must hold a relevant degree and be eligible for Registration with Teacher Registration Board of Western Australia (TRBWA).

Applications for a position at Emmanuel Catholic College must be consist of;

1. Covering Letter

The Covering Letter should clearly state the position being applied for and highlight the applicant's skills, knowledge and experience in relation to the position being applied for. (maximum 3 pages)

2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Subjects / Courses taught
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications / experience
- Parish / Community involvement
- Membership of Professional Associations
- Contact details of three (3) professional Referees, one of which should be the current employer.
- If applicable, a Parish Priest should also be included.

3. Copies of any requested information

Requested Information - where applicable, applications should include copies of;

- TRBWA Registration status
- Proof of WWC
- Latest Academic Transcript
- Proof of Accreditation.

Applications should be addressed to the Principal, and uploaded via the Emmanuel Catholic College website form: [Application for Employment – Emmanuel Catholic College](#)

Further information can be obtained by contacting the Vice Principal, Mr Vince Bellini on 9414 4000.