



Emmanuel Catholic College

Whadjuk Boodjar, 122 Hammond Road, Success WA 6164
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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 Sport

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 Sport

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 centered 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.

The Role

The Head of Sport at Emmanuel Catholic College has responsibility for the leadership of all Emmanuel sport and works with staff to make sure a well-managed and supportive sports program is available to all our students. They will be directly responsible to the Head of Health and Physical Education and will cover the following areas:

- The coordination and administration of all intra-school sport within the College.
- The coordination and administration of inter-school sport to which Emmanuel is committed.
- Over-see the general operation of the College Sport Academies.
- Liaise closely with external College partners.
- The promotion of sport and Emmanuel's students to the wider community.

Areas of Responsibility

- Develop and maintain the College vision, mission, and core values within the sporting context.
- To enact and promote contemporary 21st Century Teaching and Learning best practice.
- Promote sport as a healthy activity for young people that can assist in their physical, mental, social, and spiritual development.
- Attend the ACC / SMC (Sports Management Council) meetings as they are scheduled.
- Attend College and Academic Council Leadership Meetings.
- Design, run, evaluate and review College Athletic, Cross Country and Swimming carnivals.
- Provide the College community with balanced events that promote a high level of student participation and elite competition.
- Use of technology to better enhance the quality of College sporting events.
- Collection of data within College sporting events to gather results of both House and student competition.
- Support and assist all staff in their roles as coaches and managers of all College sporting teams.
- Collaborate with House Coordinators, House Captains, Sport Captains, and other staff to ensure sport carnivals and House activities are run effectively.
- Oversee the annual budgets for both Sport and the Football Academy.
- Responsible for the employment of appropriate umpires and coaches for sporting teams.
- Design, implement and maintain professional and high-quality College sporting team uniforms.
- Booking of safe and acceptable sporting venues, buses and equipment.
- Providing students the opportunity to compete in sporting events within the Associated and Catholic Colleges and Southern Associated Schools Junior (SASJ) competitions.
- Designing, implementing and reviewing training programs for College sporting teams.

- Collaborate with Heads Year and other members of the pastoral care team in the pastoral care needs of students across Years 7 to 12 within a sporting context.
- Coordinate sport reports for assemblies with the College Sports Captains.
- Coordinate the organisation of Interschool Team Photos and Team Reports for all interschool sports and provide these items annually for presentation in the Annual College Yearbook.
- Organise the Football Academy's uniforms / sponsorship and continue to improve our strong link with the South Fremantle Football Club.
- Continue to develop the students and challenge them to improve themselves both physically and emotionally.

Tenure and Conditions:

The appointment period is for eight years with a summative review at the end of the third and sixth year. This includes endorsement from the Principal through an initial review of the first year of appointment.

The status and employment conditions may be reviewed at the end of each contract period.

This position has a teaching load of 18 teaching periods per week, with no Form class timetabled (FTE 0.75).

After Hours Requirements at College Events include:

- Parent Teacher Interviews.
- 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 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.