



## Emmanuel Catholic College

Whadjuk Boodjar, 122 Hammond Road, Success WA 6164  
Telephone: 08 9414 4000 Email: [admin@emmanuel.wa.edu.au](mailto:admin@emmanuel.wa.edu.au)  
[www.emmanuel.wa.edu.au](http://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 21<sup>st</sup> 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:

- Duty Statement
- General Information for Applicants

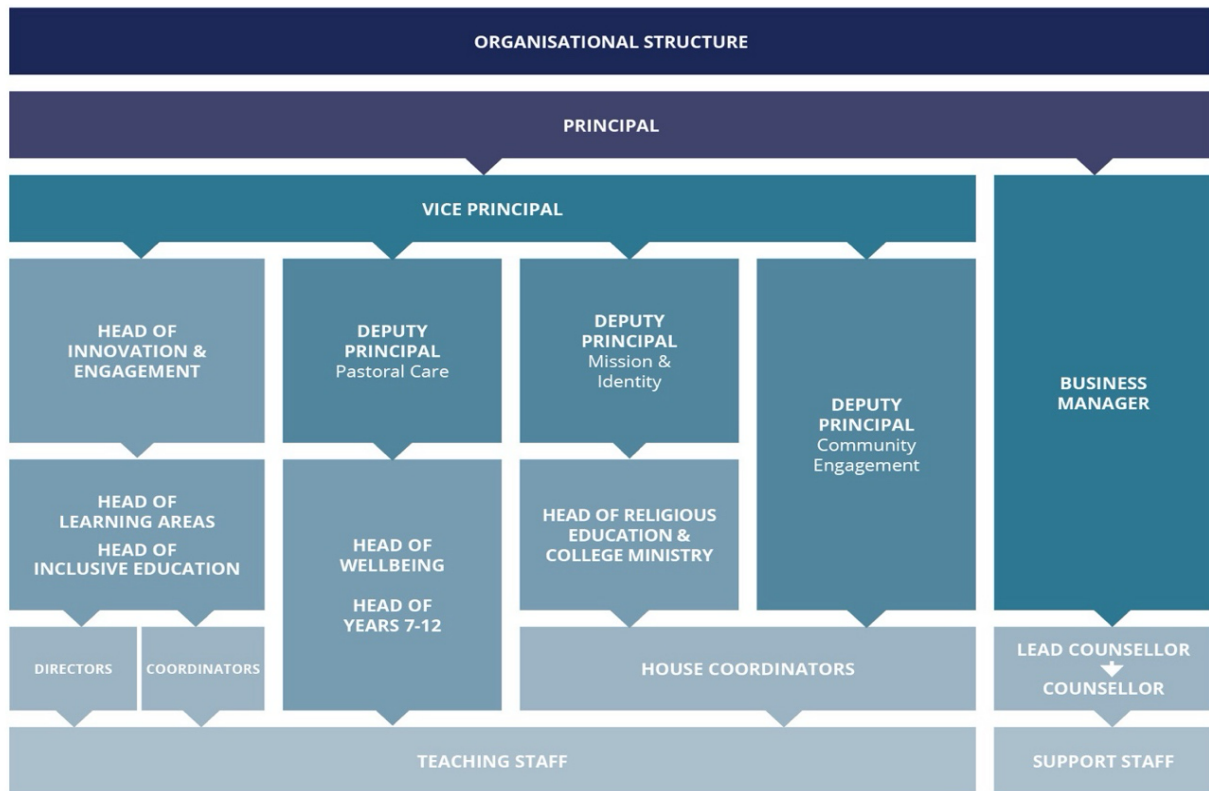
Any questions regarding this role can be directed to Mrs Angela Gileno, Deputy Principal Mission and Identity at [Angela.Gileno@cewa.edu.au](mailto:Angela.Gileno@cewa.edu.au).

Kind regards

Mr Paul Watson  
Principal



## Duty Statement Inclusive Education Teacher



Emmanuel Catholic College is dedicated to providing engaging and dynamic learning experiences that equip students with the skills, knowledge, and values needed to thrive as global citizens. We foster a passion for lifelong learning, ensuring that every student has the opportunity to reach their full potential. Recognising parents and caregivers as primary educators and maintaining strong ties with the local community and industry, the College delivers an education that is both real-world focused and informed by contemporary research and best practice.

Teachers at Emmanuel Catholic College are expected to be passionate, innovative educators who create meaningful and purposeful learning experiences within a contemporary 21st-century educational landscape. The College embraces a forward-thinking approach, operating on a flexible timetable with a mix of 100- and 50-minute learning blocks. Additionally, Year 12 students have the option of a four-day school week (Emmanuel Flexi).

Building and maintaining positive relationships with students, colleagues, and families is central to our Vision for Learning and essential in fostering a professional and supportive learning community. Staff are required to comply with the College Code of Conduct at all times.

The Inclusive Education team aims to provide a caring and flexible environment that understands and responds to the individual student's physical, social, emotional, and academic needs. We value inclusive education. Underpinning this is the belief that the student should have maximum access to the curriculum presented in the classroom.

## **Role**

This role will assist students by providing specialised literacy and numeracy support.

### **Role specific**

- Academically case-manage students with additional educational needs as required.
- Oversee, investigate, and/or follow through on referrals made for students identified as concerns by teachers and parents.
- In consultation with other Learning Support staff, undertake regular reviews for students with diverse needs in accordance with the referral process.
- In consultation with other Learning Support staff, write and review Individual Education Plans as required, in liaison with teaching staff, parents/carers, students, and external agencies where appropriate.
- Assist classroom teachers with developing, implementing, and evaluating curriculum, instructional, and environmental adjustments.
- Assist in the creation of and reporting on individualised student goals.
- Participate in and help document notes from case conferences to discuss concerns, needs, and support for students with diverse educational needs.
- Attend meetings (such as year-level or department meetings) to support the development of support programs.
- Assist with evidence collection for allocated students in relation to NCCD requirements.
- Design and deliver small group and individual evidence-based literacy and numeracy intervention programs to cater to students with diverse educational needs.
- Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students.
- Use assessment feedback to inform teaching practice.
- Establish inclusive, supportive learning environments.
- If required, develop, select, and use informal and formal, formative, and summative assessment strategies to assess student learning.
- Monitor and support Education Assistants in the delivery of targeted intervention programs to students with additional educational needs.
- Offer in-class assistance where required and support teachers in the development of resources.
- Liaise with teachers and Heads of Learning Areas to differentiate teaching to meet the specific learning needs of students across the full range of abilities and to ensure the full participation of students with additional learning needs.
- Maintain an understanding of regulatory guidelines, including the Disability Discrimination Act, Disability Standards for Education, and other relevant policies.

### ***Pastoral Care:***

- Demonstrate a high level of care and concern for the spiritual, emotional, physical, and academic development of the students within one's care.
- Provide pastoral and supportive care for students within the College community in line with College procedures.
- Communicate effectively and in a timely manner, especially regarding concerns about individual students, to the relevant staff and pastoral team, as appropriate and with discernment for confidentiality where necessary.
- Carry out the requirements of the Pastoral Care program as designated for the relevant year group and in line with College procedures.
- Staff are expected to undertake the role of Pastoral Care Teacher in line with their FTE.

**Other Duties:**

*Teaching and Learning and Classroom Practice includes but is not limited to:*

- Class contact for timetabled lessons in accordance with the requirements of the teacher workloads policy and as directed by the Principal or delegate.
- A commitment to making a valuable contribution to extra-curricular activities and attendance at College events as required.
- Enact the College Vision for Learning, including the integration of Information Technology and current educational best practices.
- Ensure the individual needs of each student are more than adequately catered for.
- Ensure appropriate classroom management strategies to provide positive and effective teaching and learning environments for all students in line with College procedures.
- Ensure the highest professional standards at all times in line with the Code of Conduct and the TRBWA Teacher–Student Professional Boundaries.
- Support the Catholic ethos of the College and actively participate in the College’s liturgical and calendared events as required.

**Administration:**

- Report in a timely and efficient manner at both informal and formal levels in accordance with College requirements.
- Contribute to and interact responsibly and professionally as part of a high-functioning team with Learning Area colleagues and all staff in the broader College community.
- Carry out the designated duties and expectations for teachers regarding class teaching, relief supervision, and various meetings as requested.
- Undertake formative and professional appraisal as required within the College’s ongoing teacher development.
- Independently fulfill the requirements for Accreditation, Teacher Registration, and other professional clearances to maintain the appropriate certification and contract of employment.

**Tenure and Conditions:**

- Employment is subject to a probationary period as set out in the EBA.
- Class instruction time is from 8.35am to 3.05pm, however, teachers are required to be on duty each day at least 15 minutes before and after classes.

**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 Education Criminal Record Check.
- 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.
- Complete CEWA online modules as directed.

## 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 2 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. Statement Addressing the Key Selection Criteria (where specifically requested)

### 4. 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 Mrs Angela Gileno, Deputy Principal Mission and Identity  
[Angela.Gileno@cewa.edu.au](mailto:Angela.Gileno@cewa.edu.au)