



Emmanuel Catholic College

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www.emmanuel.wa.edu.au

God is with us

"The world no longer cares how much our students know: Knowledge is a commodity as they can look it up. The world cares about what our students do with what they know, which is an entirely different education problem."

(Wagner, T. 2009)

Dear Applicant

Emmanuel Catholic College is a vibrant, contemporary, innovative, learning environment, situated 23 km's south of the Perth CBD. Situated in a high population growth area, the College has experienced a steady increase in student enrolment since its foundation in 1998. With such growth a 'Permanent Change of Operation' occurred in 2024 culminating with the current student population standing at approximately 1230, the highest in the College's history.

The College's innovative practice and the success experienced in recent years has been nothing short of outstanding, receiving numerous accolades, media attention and widespread interest from a large number of schools both at a state, national and international level. The College has firmly placed itself at the cutting edge of educational transformation and is delivering exceptionally high outcomes for both staff, students and the wider community.

A distinctive feature is our emphasis on fostering innovation and ingenuity among both students and teachers, cultivating an environment of continuous improvement and adaptability. Our introduction in 2023 of Emmanuel Flexiday, a four-day week for Year 12 students and 100-minute learning blocks exemplifies this approach. The College's educational philosophy is centred on the acquisition of skills over content and places the health and wellbeing of both students and staff at the centre of all we do. We seek to transform education away from the traditional paradigm towards an engaging and inspirational model that has significantly enhanced both the day-to-day experience and overall secondary educational journey of both staff, students and the wider community.

The College strives to provide a 'fit for purpose' engaging education through the provision of a multitude of pathways that span all learning areas. Across the College we focus on real world application, enhancing student capabilities, fostering student independence and embracing community links. Our aim is to ensure our students are provided with an authentic opportunity to positively contribute as a global citizen in today's world and find their niche, discover a passion, and inspire them to reach previously unimagined heights.

Please see below items included in this package:

- Position Information
- Duty Statement
- General Information for Applicants

Kind regards

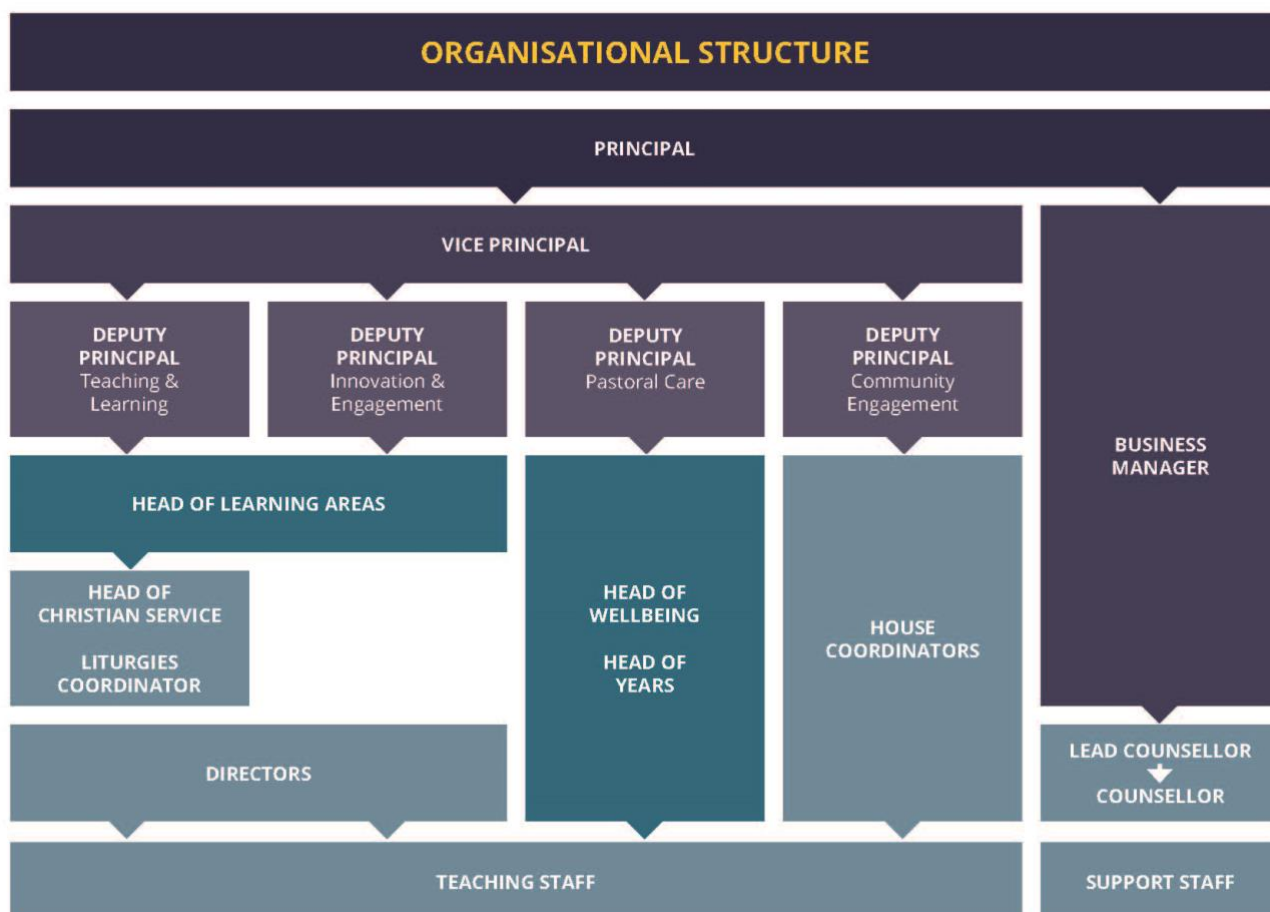
Mr Paul Watson
Principal

"Make no mistake, the world needs all types of children. The quiet, easy going peacekeepers that sit still and observe, the loud, shake it up, feel it deep, changemakers that are always on the go, And every unique soul in between."

(O'Kane, M. 2022)



Duty Statement Head of Christian Service



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.

Staff 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 Head of Christian Service is responsible for the overall organisation of the Christian Service-Learning Program from Years 7 to 12. The Head of Christian Service works closely with all staff, and particularly Pastoral Care teachers, to ensure

the successful implementation of the Christian Service-Learning Program across all Year groups and is immediately responsible to the Deputy Principal Pastoral Care / Catholic Identity and Head of Religious Education.

Specific Duties:

- Responsible for the growth and maintenance of the College Christian Service-Learning Program from Years 7 to 12.
- Oversee the learning component of the Christian Service-Learning Program.
- To ensure that the Christian Service Program is in line with the College Evangelisation Plan, College Core Values and College Policy.
- Promote Christian Service-Learning opportunities and events in conjunction with the College Marketing team through the College social media channels and digital signage.
- Qualify students in Years 10 to 12 for SCSA Endorsed Programs.
- Oversees the College's Social Justice Programs.
- Attend Parent meetings to inform them of the Christian Service-Learning Programs and other Service programs offered by the College.
- To develop a strong relationship with neighbouring Catholic Primary Schools and Parish.
- To keep accurate digital records of the student's Christian Service hours.
- Developing Processes that allows all students to participate and record their Christian Service-Learning hours.
- Responsible for the organisation of Staff Christian Service Program.
- Knowledgeable of risk management procedures for student care outside of school.
- Organise and attend the College Immersion Program.
- Responsible for the College awareness of Archdiocesan Social Justice organisations. These include Caritas, Life Link, Catholic Mission, St Vincent de Paul.
- Be responsible for College Fundraising and Awareness Raising Projects focussed on the 'Charity' of the Term.
- Liaise with and develop the College Community Student Leaders.
- To attend Pastoral Council Meetings.

Tenure and Conditions:

- The appointment is ongoing fulltime and subject to successful performance and school operational requirements, inclusive of a formal review every three years.
- Employment is subject to a probationary period as set out in the Enterprise Agreement.
- Class instruction time is from 8.35am to 3.05pm, however, teachers are required to be on campus each day at least 15 minutes before and after classes.
- All promotional time allowances are in line with the role and responsibilities of individual positions.
- The position has an annual allowance of Category 1, Level 1 \$16,197. (Acting)

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.

Key Attributes:

- 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.

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).

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 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
- Working With Children Check (WWCC)
- Latest Academic Transcript
- Reference to CEWA Accreditation if applicable.

Applications close at 9.00am on Monday 9 November 2026.

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 Campbell Brown via email Campbell.Brown@cewa.edu.au