



# EMMAUS COLLEGE

Telephone: (03) 9845 3211

Fax: (03) 9803 9912

7-10 Campus:

503 Springvale Road, Vermont South 3133

11-12 Campus:

285 Warrigal Road, Burwood, 3125

Dear Applicant

Thank you for your enquiry regarding a position at Emmaus College. In applying for this position you will be providing us with personal information, for example your name, address and other details contained on your resume. We will collect the information in order to assess your application.

You may seek access to the personal information that we hold about you in relation to this application. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

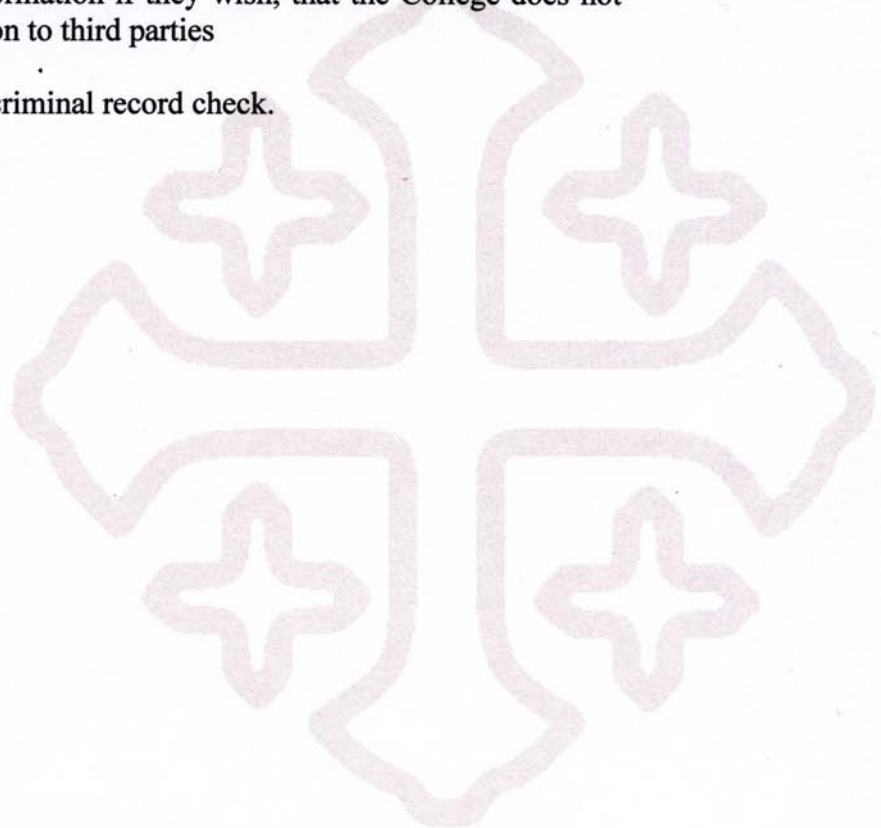
We will not disclose your personal information to a third party without your consent.

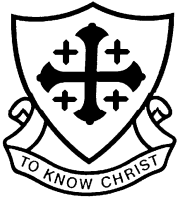
If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they may access that information if they wish, that the College does not usually disclose the information to third parties

We are required to conduct a criminal record check.

Yours sincerely

A J Hirst  
Principal





# EMMAUS COLLEGE

## APPLICATION FOR A TEACHING POSITION

Position Advertised ..... Date of Advertisement .....

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**OFFICE USE ONLY:**

Date Received :

Appointment date/time :

Response to Application :

Letter of Advice/Appointment :

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### 1. PART A – PERSONAL INFORMATION

1.1 SURNAME ..... 1.2 GIVEN NAMES .....

1.3 HOME ADDRESS .....

..... POST CODE .....

1.4 HOME TELEPHONE NUMBER .....

1.5 BUSINESS ADDRESS: *(No contact will be made with present or former employer without applicant's consent)*

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..... POST CODE .....

1.6 BUSINESS TELEPHONE NUMBER .....

1.7 ADDRESS FOR COMMUNICATION WITH RESPECT TO THIS APPLICATION *(If same as 1.3 write "as above")*

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..... POST CODE .....

1.8 RELIGIOUS AFFILIATION .....

#### **Response to Items 1.9 to 1.13 is optional**

1.9 DATE OF BIRTH ..... 1.10 COUNTRY OF BIRTH .....

1.11 NATIONALITY ..... 1.12 MARITAL STATUS .....

1.13 AGES OF DEPENDANT CHILDREN .....

1.14 LENGTH OF NOTICE REQUIRED BY PRESENT EMPLOYER .....

1.15 EARLIEST DATE FOR TAKING UP APPOINTMENT .....

1.16 HAVE YOU MADE ANY CLAIMS AGAINST WORKCOVER? .....

If so, give details .....

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2.4 SUBJECTS OFFERED FOR TEACHING AND YEAR LEVELS *(Please provide details)*

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2.5 ADMINISTRATIVE EXPERIENCE

*Provide an outline of the position(s) of leadership and responsibility you have held, the length of your appointment to those duties and the nature of duties involved.*

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2.6 REGISTRATION

*All teachers who teach in non-Government Schools must be registered with the Victorian Institute of Teaching. Please provide :*

- 2.6.1 V.I.T. Registration number
- 2.6.2 A copy of the Registration Card
- 2.6.3 Accreditation to Teach in a Catholic School Yes/No Number \_\_\_\_\_
- 2.6.4 Accreditation to Teach Religious Education Yes/No Number \_\_\_\_\_

**3. PART C – RECREATIONAL INTERESTS AND INVOLVEMENT**

*Please provide an outline of Professional, Community, Recreational interests and involvements which might support your application*

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**4. PART D – REFEREES**

*Please provide the names, addresses and occupations of three referees*

4.1 Character Referee :

NAME .....  
ADDRESS .....  
OCCUPATION .....  
TELEPHONE .....

4.2 Professional Referees :

NAME .....  
ADDRESS .....  
OCCUPATION .....  
TELEPHONE .....

NAME .....  
ADDRESS .....  
OCCUPATION .....  
TELEPHONE .....

**5. PART E – LETTER OF APPLICATION**

*This Application Form should be accompanied by a covering letter which expresses your interest in the College and the position being offered, together with an up to date C.V. Please send to :*

Mr A J Hirst  
Principal  
Emmaus College  
503 Springvale Road  
Vermont South 3133

**6. PART F – PERSONAL SIGNATURE**

I confirm that the information I have supplied in this Application Form is complete and accurate.

Signature of Applicant ..... Date .....

<b>2.20</b>	<b>POSITION</b>	<b>SUBJECT TEACHER</b>
	<b>REPORTS TO</b>	<b>Assistant Principal, Curriculum Assistant Principal / Head of 7–10 Campus / VCE Campus Subject Co-ordinator</b>

## **BASIC FUNCTION**

To work together in a spirit of co-operation in the best interests of all students and within the confines of College policies to achieve the curriculum / discipline / student welfare goals of the College.

## **DUTIES AND RESPONSIBILITIES**

### **1. Instructional Classroom Teaching Practice**

- Plans lessons and activities from approved course outlines and group planning sessions conducted by Subject Co-ordinator.
- Uses a full range of resources as required.
- Uses approaches appropriate to student needs and interests.
- Caters for individual differences.
- Provides a positive environment which motivates students to learn.
- Fosters and positively reinforces responsible student behaviour.
- Develops fair and consistent routines for managing student behaviour.
- Emphasises consequences for inappropriate behaviour.
- Follows Working Together Policy.

### **2. Assessment and Record Keeping**

- Uses a variety of assessment procedures.
- Completes reports as required by the College.
- Participates in the development and construction of Work Requirements, Tests and Examination Papers.
- Gives students, parents and colleagues meaningful feedback.
- Attends parent/teacher evenings.
- Uses efficient, purposeful recording strategies.
- Keeps a roll record of attendance for each lesson.

- Regularly monitors student involvement.
- Uses assessment to recognise learning difficulties.
- Uses assessment to recognise learning achievements.
- Follows up on assessment findings by providing :
  - \* remediation;
  - \* extension;
  - \* changes to teaching strategies/programs.
- Reviews planning based on teaching experience and student achievement.
- Corrects assessment tasks in a professional manner and returns promptly with feedback.

### **3. Curriculum**

- Actively participates in curriculum development and implementation for Learning Area/College.
  - Works professionally as a member of a Learning Area Team.
  - Attends professional development activities as deemed necessary by the Subject Co-ordinator/College.
    - Displays knowledge and awareness of current curriculum trends.
    - Participates in the development of the Faculty Budget.
    - Plans and organises excursions under the direction of the Subject Co-ordinator.
  - Assists in the planning and delivery of programs that promote the College Curriculum to the Community.
    - Attends special events that promote knowledge and awareness of the College Curriculum.
  - Maintains a personal record of Program Preparation/Lesson Plans in a Teachers' Chronicle or Diary on a daily or weekly basis.
  - Responsible for security and care of College Equipment.

### **4. Pastoral Care**

- Shows respect to students in all their dealings.
- Exercises discretion when dealing with sensitive matters.
- Avoids destructive criticism and demeaning comments.
- Shows willingness to listen to students' concerns and follows up with appropriate staff, e.g. Chaplain, Year Level Co-ordinator, Counsellor.
  - Advises and counsels.
  - Refers student to Sick Bay when necessary.
  - Liaises with parents regarding both positive and negative responses to homework, application and attention in class.

## **5. Professionalism**

- Attends all meetings scheduled as required. (Meetings with Principal, Student Affairs, Cycle meetings).
- Takes an active part in College Planning and Policy development as evidenced by participation in discussion and contribution to established processes.
- Responds to own professional developmental needs as evidenced by attendance at in-service activities and professional reading.
- Presents self appropriately following dress code as required by the College.
- Is punctual for all scheduled activities – mornings briefings, classes, meetings, yard duty and other supervisory activities.
- Completes administrative tasks required by faculty, student affairs, duties and College administration accurately and on time.
- Maintains effective relationship with colleagues.
- Carries out the duties expected by the College relating to – Supervisory duties, Co-curricular programs.
- Attends school activities outside of regular school hours as outlined in the current Workload Agreement.

## **6. Support for Ethos/Mission of Emmaus College**

- Actively participates in the implementation of College policies / procedures.

Working Together Policy (as evidenced by referrals)

Fair Go for All policy.

Accreditation to teach in a Catholic School.

Accreditation to teach Religious Education in a Catholic School

Assessment and Reporting Policy

Homework Policy

Smoke Free Policy

Excursion Policy

College Rules and Uniform Policy.

# MISSION STATEMENT

**Emmaus College, as a Christ-centred community, provides a caring and supportive environment that enables students to develop their full potential in all areas of life.**

## THE COLLEGE AIMS TO :

- Give witness to Catholic belief, liturgy and community
- Establish a Christian atmosphere that fosters self-worth and respect for others
- Provide an effective and dynamic learning environment
- Demand excellence in professional practice and in the provision of learning experience
- Complement the work of parents in the formation of their children.

# ADDRESS ON CATHOLIC EDUCATION

28 November 1986

The philosophy of Catholic Education expressed in a growing number of documents and policy statements over the last decade, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So, too, staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel in one way or another.

All staff in the Catholic school have an indispensable role to play. It is expected of all employed in a Catholic school that they :

1. Accept the Catholic educational philosophy of the school;
2. Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
3. By their teaching, and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
4. Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
5. Comply with the accreditation policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic School;
6. Be committed to regular on-going professional development;
7. Be qualified as required by State Authorities.

## RELIGIOUS and EDUCATIONAL PHILOSOPHY

All staff of the College are employed under the condition that they acknowledge the religious and educational philosophy enunciated in Appendix 2 of the Constitution of the official policy of the College, that they undertake to strive to implement it in the course of their employment on the College Staff, and that their lifestyle does not contravene the laws of the Catholic Church or its expected standards of morality.

### APPENDIX 2

A Catholic believes:

*That God is the Creator of Man and his universe;*

*That God has spoken to man in various ways through history but especially through Jesus Christ, His Son, through Whom He has called men to everlasting life;*

*That the Church is the community to which believers are called and as members of which they both express and receive support for their Faith.*

It is this Catholic Church which undertakes the Catholic education of its youthful members. Hence, these assumptions about the meaning of man and his universe are the non-negotiable basis of Catholic education.

Emmaus College is a Catholic Secondary Regional College which has been established to be a resource for the parishioners of the member parishes of the College region by providing a Catholic education for their children.