



**SACRED HEART  
SCHOOL**  
CASTERTON

## **APPLICATION PACKAGE**

### **2024 MATERNITY LEAVE POSITION**

Sacred Heart is seeking to recruit suitably qualified and experienced classroom teachers for a maternity leave position for the remainder of the 2024 school year.

**Foundation and Grade 1 Classroom Teacher**  
Full-time Fixed-term contract (2024 School year)

Commencing **Monday 17th June, 2024**

Until **Monday 27th January, 2025**

**CLOSING DATE:**

**Thursday, April 18, 2024**

24 March, 2024

Dear Applicant,

Thank you for your interest regarding the above position at Sacred Heart Primary School, Casterton.

This Application Package will assist you with your application and must be read carefully and followed accordingly. This Package includes:

Part 1	Position Description – Classroom Teacher
Part 2	General Information regarding the school
Part 3	Statement of Principles Regarding Catholic Education
Part 4	Child Safe Information
Part 5	Employee Collection Notice
Part 6	Selection Guidelines for Applicants
Part 7	Pre-Employment Questions
Part 8	Applicant Declaration

Please note:

- Applications close **Thursday, 18 April 2024**. Applications, and supporting documents, must be emailed to [principal@shcasterton.catholic.edu.au](mailto:principal@shcasterton.catholic.edu.au)
- Applications which do not respond to the Selection Guidelines may not be accepted and/or may require further information before the application can be considered.
- Your application will be acknowledged upon receipt.
- After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling its child protection obligations, Sacred Heart is legally required to obtain the following information about a person whom it proposes to engage to perform child related work:

- Working with Children Check status, or similar check.
- Proof of personal identity and any professional or other qualifications.
- The person's history of work involving children.
- References that address the person's suitability for the job and working with children.

Any false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. Any information provided by you in connection with your application for employment may be checked by the school with relevant authorities, previous employers, referees or sources. By making an application for this position you consent to these pre-employment checks.

If you require any further information in relation to these positions, please contact Suzie McManus, Principal via [principal@shcasterton.catholic.edu.au](mailto:principal@shcasterton.catholic.edu.au) or 03 5581 1131.

Wishing you every success in your application.

Suzie McManus  
**Principal**

## **PART 1: POSITION DESCRIPTION**

**Job Title:** Classroom Teacher

**Reports To:** Principal

**Support Staff:** Classroom teachers will be supported by:

- Principal
- Learning and Teaching Leader
- Western Trinity PLC Team

**Tenure:** 6 months commencing **Monday 17th June, 2024** until **Monday 27th January, 2025**.

**Load:** 1.0 FTE

**Remuneration:** per the *Victorian Catholic Education Multi Enterprise Agreement 2022*.

### **DUTIES AND RESPONSIBILITIES**

- Provide engaging and differentiated instruction to Foundation and Grade 1 students
- Implement the Victorian Curriculum aligned with educational standards and best practices
- Support students with diverse learning needs, including those requiring additional adjustments
- Collaborate with colleagues to plan and deliver effective lessons and assessment
- Foster a positive and inclusive classroom environment that promotes learning and growth
- Support and implement the ethos of the School
- Provide a duty of care for all students
- Actively engage students in all aspects of the learning process
- Actively engage with students and their families in relation to student learning and performance
- Actively engage in Professional Learning, to develop professionally with colleagues, and receive consistent and up-to-date training regarding education
- Participate in co curricular and extra curricular activities as required
- Be answerable to the principal for the educational achievement of students under your instruction
- Supervise students and maintain proper order and discipline on their part through a restorative approach
- Carry out administrative duties to meet organisational requirements relevant to the teacher's functions
- Abide by the staff Code of Conduct and other School policies
- Any other duties as required by the Principal

### **EXPERIENCE AND QUALIFICATIONS**

- Bachelor's degree in Education or Masters of Teaching
- Current Victorian Institute of Teaching registration
- Demonstrated experience working with primary students
- Knowledge of evidence-based literacy practices and interventions

## **PREFERRED EXPERIENCE**

- Experience in delivering the Awakenings Religious Education Curriculum
- Proficiency in Sounds Write and DIBELS (Dynamic Indicators of Basic Early Literacy Skills)
- Experience working with students with diverse learning needs
- Strong teamwork skills and a collaborative approach to teaching

## **KEY SELECTION CRITERIA**

The Key Selection Criteria that will be used to select the Classroom Teacher is:

1. Understanding of and demonstrated commitment to the Catholic philosophy and ethos of education.
2. Demonstrated experience in teaching Victorian Curriculum or Australian Curriculum and a commitment to professional development.
3. Demonstrated experience and/or understanding of teaching primary aged children.
4. Demonstrated experience and/or understanding of teaching children with a diverse range of learning needs.
5. Demonstrated ability to work both independently and to work successfully as part of a team.
6. Demonstrated ability to respond to the Duties and Responsibilities.

## **PART 2: GENERAL INFORMATION REGARDING SACRED HEART**

Sacred Heart is a Catholic primary school, founded in 1903, serving children from Foundation (Prep) to Year in the Mercy tradition. We are situated in the town of Casterton in South West Victoria.

Central to the mission of Sacred Heart is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all our students and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The school is committed to achieving excellence in all its forms.

Sacred Heart is embarking upon an exciting period in its long and distinguished history with the development of a new Strategic Plan for 2024-2028, with an emphasis on further improving and enhancing the academic culture of the school, collaboration through a variety of teaching and learning teams and the ongoing pastoral care of students. I take great pride in affirming that the staff and students of this lively school are delightful to collaborate with, fostering an environment brimming with joy, amusement and camaraderie.

Sacred Heart offers a diverse range of programmes, strategies and processes to ensure each child experiences a positive learning journey. Our teaching staff and Learning Support Officers exhibit exceptional skills in supporting students to attain their utmost potential. They demonstrate remarkable dedication, diligence and openness to exploring innovative approaches to accommodate students with varying learning requirements.

We believe that a nurturing atmosphere is crucial for the flourishing of children, and as a Catholic institution, we embrace Jesus Christ as our cornerstone. Our endeavour is to deliver excellence in education by nurturing and honouring the dignity and uniqueness of each individual. Our goal is to foster a sense of safety, worth and inclusivity among all students. We place a strong emphasis on student well-being by promoting positive, respectful relationships and safeguarding the right of all to learn.

Our educators engage with two other nearby Catholic Schools to develop comprehensive learning cycles in Mathematics, Literacy, Religious Education, Health, Arts, Humanities and Science. Since its establishment in 2016, the 'Western Trinity', comprising Sacred Heart, St Malachy's in Edenhope, and St Joseph's in Coleraine, has garnered several accolades in education, including the esteemed John Laing Award, for our innovative collaboration whilst retaining our unique school identities.

Currently, the staff of the Western Trinity are undertaking Structured Literacy Professional Development, an evidence-based approach to literacy instruction which systematically reinforces the correspondence between sounds and their corresponding letters or letter patterns. This method, particularly beneficial for individuals with dyslexia or other reading difficulties, provides clear, sequential instruction in foundational literacy skills.

Catholic schools extend a warm invitation to all who resonate with their educational ethos. Through this distinctive approach to education, Catholic schools significantly enrich the intellectual, moral, and spiritual fabric of both their local community and Australian society at large.

## **PART 3: STATEMENT OF PRINCIPLES REGARDING CATHOLIC EDUCATION**

### **The Task of the Catholic School**

*Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.*

(Congregation for Catholic Education, *The Catholic School*, 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

*The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that go far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.*

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

*I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives ... Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith ... No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church ... The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members ... More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.*

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2008:

*Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in*

*Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.*

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

*As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.*

...

*It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church's mission may be served effectively, and the young people may discover the joy of entering into Christ's "being for others".*

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2010)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young people, 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.

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

- (a) accept the Catholic educational philosophy of the school;
- (b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
- (c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
- (d) 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;
- (e) in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies, and uphold the professional standards expected of a teacher;
- (f) be committed to regular ongoing professional development;
- (g) be qualified as required by state authorities;
- (h) be a person suitable to work with children.

## **PART 4: CHILD SAFE INFORMATION**

Sacred Heart holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility. Central to the mission of Sacred Heart is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

Sacred Heart's expectations in relation to child safety are contained in:

- the DOBCEL Child Safety Governance Policy, endorsed by the DOBCEL board and available [here](#).
- Sacred Heart's Child Safe Policy, incorporating the Child Safe Code of Conduct, available [here](#).
- the PROTECT resources available [here](#).

Sacred Heart's child safety material complements the DOBCEL Code of Conduct which details, clarifies and affirms the standards of behaviour expected for members of the Victorian Catholic Education Authority community, including members of Sacred Heart community.



## PART 5: EMPLOYEE COLLECTION NOTICE

1. In applying for this position you will be providing Sacred Heart with personal information.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Sacred Heart's Privacy Policy is available by request from the Sacred Heart office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. 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.
4. We may use and disclose personal and sensitive information that we collect for administrative, educational and support purposes. This may include use and disclosure of your personal information to the Victorian Catholic Education Commission, Catholic Education Offices, and support vendors (including specifically, CEVN and SIMON) that provide services around staff administration systems, but will not disclose this information to other third parties without your consent.
5. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
6. Where personal and sensitive information is retained by the VCEA by a cloud service provider to facilitate human resources and staff administrative support, this information will be stored on **servers within Australia**. Current best practice cyber security measures will be employed to protect this personal and sensitive information from unauthorised access, modification, use and disclosure.
7. We may store and disclose personal information to overseas recipients, through the usage of Cloud Computing Storage or similar services. Sacred Heart discloses such information in accordance with APP 8.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Sacred Heart and why, that they can access that information if they wish and that Sacred Heart does not usually disclose the information to third parties.
9. If you are employed by Sacred Heart, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
10. Staff information is exempt from the *Privacy Act 1988*. Other requirements (ie. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

**Name**

**Signature**

**Date**

**PLEASE COMPLETE, SIGN AND RETURN THIS PAGE IN YOUR APPLICATION.**

## **PART 6: SELECTION GUIDELINES FOR APPLICANTS**

### **1. ELIGIBILITY**

Please ensure that you are able to demonstrate capacity in the Duties and Responsibilities included in the Position Description.

If you are not an Australian citizen or resident, you may be asked to provide proof of your ability to legally work in Australia.

### **2. PREPARATION OF YOUR APPLICATION**

#### **A. GENERAL**

Applications must be emailed to [principal@shcasterton.catholic.edu.au](mailto:principal@shcasterton.catholic.edu.au)

#### **B. COVERING LETTER**

It is recommended that you submit a covering letter with your application addressing your suitability for the position, including a response to the Key Selection Criteria.

#### **C. CURRICULUM VITAE**

You are required to submit a current Curriculum Vitae with your application, which must address the following:

##### **Personal**

- Full name, address, email address and telephone number
- VIT number and type
- Working With Children Check number and type, if relevant
- National Police Check (please attach document), if relevant

##### **Education**

- full details of qualifications obtained, including the qualification, year completed and name of the institution

##### **Current Employment:**

- the name and contact details of your current employer
- your position and a description of your duties
- your commencement date of employment

##### **Previous Employment, for all previous employment:**

- the name and contact details of your employer(s)
- your position and a description of your duties
- the dates of your employment

##### **Volunteer Work:**

- the name and contact details of the relevant organisation(s)
- your position and a description of your duties
- the dates of your engagement

#### **D. REFEREES**

You are asked to supply names and contact details of your professional referees, including a previous principal, who can speak to your professional and/or personal attributes and comment on your suitability for child related work.

You are encouraged to advise your referees of your intention to apply for this position and seek their willingness and ability to support your application. Please note, that Sacred Heart may seek references from your identified referees on receipt of your application but prior to you being offered an interview.

Please note that Sacred Heart reserves its right to seek references from referees other than those nominated by you.

#### **E. SUPPORTING DOCUMENTS**

In compiling your application, please ensure that you complete, sign and return the relevant documents within this Application Package including:

- the Employee Collection Notice (See Part 5);
- the Pre-Employment Questions (See Part 7; and
- the Applicant Declaration (See Part 8).

If you require any further information in relation to this position, please contact Suzie McManus, Principal via [principal@shcasterton.catholic.edu.au](mailto:principal@shcasterton.catholic.edu.au) or 03 5581 1131.

**APPLICATIONS CLOSE ON THURSDAY, 18 APRIL 2024**

## PART 7: PRE-EMPLOYMENT QUESTIONS

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to Sacred Heart's understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

<b>1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?</b>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
<b>2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?</b>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
<b>3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</b>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
<b>4. Do you consent to Sacred Heart contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?</b>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If NO, this will be discussed further if you are offered an interview.	

Name

Signature

Date

PLEASE COMPLETE, SIGN AND RETURN THIS PAGE IN YOUR APPLICATION.

## **PART 8: APPLICANT DECLARATION**

I declare that the contents of my application (including any supporting documentation) are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this Application Package may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment.

I consent to Sacred Heart making inquiries of any current and/or previous employers in connection to the information and answers I have provided in my application to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child connected work.

I understand and accept that my appointment to this position requires compliance with Sacred Heart's child safe information. I have read and understand Sacred Heart's child safety information as contained within Part 4 of this Application Package, including the Child Safe Policy and the Child Safe Code of Conduct.

**Name**

**Signature**

**Date**

**PLEASE COMPLETE, SIGN AND RETURN THIS PAGE IN YOUR APPLICATION**