



St Mary's College Broome

Application for the position of

Learning Area Coordinator- Mathematics Year 7-12

To commence Term 1, 2018

Name: _____

1. Please fill in **ALL** sections of this form.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please submit applications as an attachment to an email addressed to marie.little@cewa.edu.au
Your application will be acknowledged by return email. Applications close on **Monday 14 August 2017**.
4. The preferred applicant will also need to be interviewed by the Kimberley Calling panel from CEWA.
5. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
6. Applicants will be expected to uphold the Catholic ethos of the College.
7. In accordance with regulations for employee screening it is necessary for all teachers in WA Catholic schools to have current registration as a teacher with the Teacher Registration Board of WA (TRBWA) and a Working with Children Card prior to appointment.
8. In applying for this position you will be providing St Mary's College Broome with personal information. By submitting this application you agree that we may store this information for as long as necessary.
9. We will not disclose this information to a third party without your consent.
10. 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 can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.
11. Selection Criteria and Qualifications required are included as an attachment to this document.

1. **Name:** _____
(Surname) (Christian name) (Title)

Address: _____

_____ Postcode: _____ Home **Phone:** _____

Mobile: _____

Business Address: _____

_____ Postcode: _____ Work **Phone:** _____

Email: _____

Date of Birth: _____

2. **Religion:** _____ **Parish:** _____ **Priest/Minister:** _____

3. **TRBWA:** _____ Copy attached: Yes or No

4. **Working with Children Card No.:** _____ Copy attached: Yes or No

5. **TERTIARY EDUCATION QUALIFICATIONS** - including those for Religious Education
(Attach photocopies, NOT originals of degrees certificates, results statements, etc.)

Year Awarded (from most recent)	Institution	Qualifications	Major areas of study

6. **RELIGIOUS EDUCATION ACCREDITATION**

Please list accreditation information (if applicable).

Accreditation	Year Completed	Accreditation Number

Applicants from other States in Australia are asked to provide tertiary transcripts of completed Catholic units for consideration. Please attach transcripts with copy of other requested statements

7. OTHER QUALIFICATIONS

Year Awarded <small>(from most recent)</small>	Institution	Qualifications	Major areas of study

8. TEACHING EXPERIENCE

Please list all previous teaching appointments commencing with the most recent.

School	Year of Appt.	No. of years in school	Year Level/Class Taught Year Level

9. LEADERSHIP AND ADMINISTRATIVE EXPERIENCE

Year <small>(List from most recent)</small>	Leadership /Administrative role	Length of time in the position	Achievements

10. RELEVANT PROFESSIONAL DEVELOPMENT - Give details of professional development, courses, and seminars attended within the past three years that relate to this position. Please list from most recent.

Year completed	Details of Professional Development	Relevance to Position

11. COPY OF STATEMENTS/MEMBERSHIPS TO BE ATTACHED

- Most recent academic statement
- Religious Education Accreditation or Tertiary transcripts of completed Catholic units if not from Western Australia
- Teacher Registration Board of WA (TRBWA) membership
- Working with Children Card

12. MEMBERSHIP OR INVOLVEMENT IN PARISH GROUPS/ORGANISATIONS

13. **REFEREES** *(Attach photocopies of testimonials or references if you wish)*

Professional 1: (Current employer)

Name: _____
Position: _____
Address: _____
_____ Postcode: _____ Telephone: _____
Mobile: _____

Professional 2:

Name: _____
Position: _____
Address: _____
_____ Postcode: _____ Telephone: _____
Mobile: _____

Parish Priest

(Priest of the parish where you attend weekend worship – if applicable).

Priest: _____
Parish: _____
Telephone: _____ Mobile: _____

Character:

Name: _____
Address: _____
_____ Postcode: _____ Telephone: _____
Mobile: _____

I certify that all the information provided is true and accurate.

Signature of Applicant: _____ **Date:** _____

ATTACHMENT 1

Selection Criteria

- Demonstrate a clear commitment to the objectives and ethos of Catholic Education.
- A commitment to the education of Aboriginal students
- High levels of skill in teaching and possess the appropriate qualifications to teach Mathematics to ATAR specialist level.
- An excellent knowledge of contemporary educational pedagogy and educational trends.
- Skills and experience in developing, implementing and evaluating curriculum.
- Highly developed skills in the application of technology as a learning, teaching and management tool.
- An ability to foster positive personal relationships with students, with a commitment to their personal growth.
- An ability to work cooperatively and collaboratively as part of a dedicated and committed team of educators.

Essential:

- Experience in the teaching of Mathematics to Year 12 ATAR specialist levels.

Qualifications Required:

- Relevant 4 Year Tertiary Qualifications
- Applicants must have or be eligible to hold a current registration as a teacher with the Teacher Registration Board of WA (TRBWA) to be eligible for appointment. Information is available from www.trb.wa.gov.au

Applicants should submit the following documentation as support to their application.

- Cover letter
- Curriculum vitae including the names and contact numbers of three referees, one of whom must be the current employer.
- Application Form- only the College application form is to be used.
- Statement addressing the selection criteria of no more than 3 A4 pages
- Copies of relevant qualifications and registrations.
- Please submit applications as an attachment to an email addressed to marie.little@cewa.edu.au
Your application will be acknowledged by return email.

A secondment to this position may be possible with the agreement of the current school Principal.