



St Mary's College Broome

Application for the position of

## Learning Area Coordinator- English Year 7-12

To commence Term 1, 2018.

**Name:** \_\_\_\_\_

1. Please fill in **ALL** sections of this form, even if you wish to attach Curriculum Vitae.
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](mailto:marie.little@cewa.edu.au)

Your application will be acknowledged by return email. Applications close on **Monday 30 October 2017 at 4 pm.**

4. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. 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.
7. 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.
8. We will not disclose this information to a third party without your consent.
9. 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.
10. 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.)

| <b>Year Awarded</b><br>(from most recent) | <b>Institution</b> | <b>Qualifications</b> | <b>Major areas of study</b> |
|---|--------------------|-----------------------|-----------------------------|
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6. **RELIGIOUS EDUCATION ACCREDITATION**

*Please list accreditation information.*

| <b>Accreditation</b> | <b>Year Completed</b> | <b>Accreditation Number</b> |
|----------------------|-----------------------|-----------------------------|
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*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**

| <b>Year Awarded</b><br><small>(from most recent)</small> | <b>Institution</b> | <b>Qualifications</b> | <b>Major areas of study</b> |
|--|--------------------|-----------------------|-----------------------------|
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**8. TEACHING EXPERIENCE**

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

| <b>School</b> | <b>Year of Appt.</b> | <b>No. of years in school</b> | <b>Year Level/Class Taught</b><br><b>Year Level</b> |
|---------------|----------------------|-------------------------------|---|
|               |                      |                               |   |
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**9. LEADERSHIP AND ADMINISTRATIVE EXPERIENCE**

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

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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 English to ATAR levels.
- 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 English to Year 12 ATAR levels. Ability to teach EALD is desirable.

### 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](http://www.trb.wa.gov.au)

Applicants should submit the following documentation as support to their application Ability to teach EALD is desirable.

- 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](mailto: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.