

Procedures for applying for positions with the

Catholic Education Office Ballarat (CEOB)

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| **Position Title** | **Leader Learning and Teaching** |
| Primary Objective | To contribute to the overall leadership, development and capacity building of learning and teaching in Catholic schools within the Diocese of Ballarat. The particular focus for the Leader Learning and Teaching will include co-ordinating and providing leadership to Education Officers to build teacher capacity, that will lead to improved learning outcomes for all students. |
| Contract | 5 year contract. This term may be extended for a further 3 year period subject to a review of CEOB requirements and Director endorsement |
| Salary Range | A competitive salary as per the Victorian Catholic Education Multi-Enterprise Agreement 2018, commensurate with relevant experience and qualifications. Access to salary packaging. |
| Starting Date | At the commencement of the 2020 school year or a date to be negotiated. |
| Applications Close | **30 September, 2019 at 4 pm** |

Applicants need to download the position description and an application form from <https://ceob.edu.au/employment/ceob-vacancies/>

Queries may be directed to:

Ms Sandra Harvey

Ph: 5337 7106

Email: sharvey[@ceob.edu.au](mailto:ajones@ceob.edu.au)

# 1. Position Description

Please see separate Position Description on the CEOB website for details of the role.

# 2. Key Selection Criteria

# Qualifications

* Accreditation to Teach Religious Education in a Catholic School or working towards.
* Qualified and registered teacher in Victoria or qualified with the ability to gain registration
* Gained or working towards post–graduate qualifications related to Education (desirable)
* Current motor vehicle licence

**Experience**

* Significant experience in a curriculum leadership position
* Significant experience managing curriculum implementation and change management
* Experience at senior leadership level within a Catholic school (desirable)

**Knowledge, skills and abilities**

* High level of emotional maturity/intelligence and the ability to lead from a range of positions/situations
* High level knowledge of Professional Learning Communities, Response to Intervention and School Wide Positive Support strategies
* High level knowledge and understanding of curriculum and pedagogy.
* High level capability for complex decision making and able to make sound judgements
* Ability to embed child safe practices into all aspects of this role
* Ability to relate, influence and communicate to a wide range of people and professions.
* Ability to plan, think and act strategically
* Ability to use data to inform decision making
* Ability to resolve complex problems and matters of conflict.

# 3. Applying for this Position

The selection and appointment of CEOB staff are conducted according to the policy and procedures of the Diocese of Ballarat Catholic Education Limited (DOBCEL). CEOB personnel will seek to observe those procedures and your confidentiality at all times throughout the selection and appointment process.

We advise that:

* Your application will be acknowledged as soon as it is received.
* You will be informed of the progress of your application after short-listing.
* If selected for an interview, you will be contacted first by telephone and an email confirming this will follow.
* Applications of shortlisted candidates and reports from referees will be held until the end of the current year, at which time they will be destroyed.
* The application and reports from referees for the successful applicant will be held on file by the Catholic Education Office.

We ask that your application for this position observe the following procedures:

* The format for applications is:
  + Personal/cover letter
  + Application form obtained from the CEOB website
  + An evidence-based statement addressing the key selection criteria
  + Curriculum vitae.
* Applications can either be posted (single sided and unbound) or emailed and should reach the Catholic Education Office Ballarat by **4.00pm on Monday 30 September 2019**

Address for applications:

via email to:

[hr@ceob.edu.au](mailto:hr@ceob.edu.au)

Or via post:  
**Mr Peter Kerwan**

**PO Box 576**

**Ballarat Vic 3350**

# 4. Diocesan Education Vision – informing partnerships

**Our Vision**

*As partners in Catholic education and open to God’s presence, we pursue fullness of life for all.*

**Our Mission**

We journey towards this vision through:

* *Proclaiming and witnessing the Good News of Jesus Christ*
* *Ensuring quality learning that promotes excellence and fosters the authentic human development of all*
* *Living justly in the world, in relationship with each other and in harmony with God’s creation*
* *Exploring, deepening and expressing our Catholic identity in diverse ways*
* *Enabling each one of us to reflect more fully in the image of God.*

# 5. Child Protection in the Ballarat Diocese

***"The Catholic Diocese of Ballarat is committed to providing a safe and supportive environment for people of all ages, with special concern for children, young people and vulnerable adults."*** (Diocesan Professional Standards Policy Statement, 2014)

In schools in the Diocese of Ballarat, child safety policy and practices support a proactive role in the care, wellbeing and protection of children and young people, the provision of child safe environments and intervention procedures for responding to abuse and neglect.

**Diocese of Ballarat Catholic Education Limited (DOBCEL)** child protection policy and CEOB’s Child Safety Code of Conduct is held at this <https://ceob.edu.au/publications/child-protection/>

# 6. CEOB Selection and Appointment of Staff

The Employer of staff in the Catholic Education Office Ballarat (CEOB) is Diocese of Ballarat Catholic Education Limited (DOBCEL).

The Director of Catholic Education is the responsible party in the matter of selection and appointment of CEOB staff. She seeks the recommendation of a selection panel, whenever feasible.

The facilitation of the selection process has been delegated to the Manager Office HR in liaison with the Team Leader.

Appointments are made by the Director of Catholic Education following a process of advertising, shortlisting, interviewing and recommendation by an appropriately constituted interview panel. Proceedings of the selection panel are confidential and no information gained from applicants shall be divulged to any person or organisation outside the manager of the process, the Director and the selection panel.

# 7. References

Applicants are asked to provide the names and contact details of three referees to be contacted. Referees should include your current employer or an appropriate representative of that employer (for example a current Team Leader).

The selection panel has an obligation to obtain as much credible informationas possible about each of the candidates in order to make an informed recommendation. If further references are required, a member of the interview panel will contact you to discuss this.

In seeking information, confidentiality and sensitivity to the applicant’s particular situation are carefully observed.

# 8. Employment Collection Notice

In applying for this position you will be providing the selection panel and the Catholic Education Office Ballarat (CEOB) with personal information. The CEOB can be contacted at 5 Lyons Street South, Ballarat. Phone: (03) 5337 7135.

1. If you provide the CEOB with personal information, for example, your name and address or information contained on your resume, this information will be collated in order to assess your application. If the personal information that is requested on the application form is not provided, the application cannot be considered.
2. Information concerning you may be collected from other parties. This will most commonly be those referees that you have nominated. The interview panel does reserve the right to contact other parties who may be able to assist the panel in its deliberations.
3. You agree that CEOB may store this information until the end of the current year.
4. You may seek access to any personal information that the CEOB holds if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include those where access would have an unreasonable impact on the privacy of others.
5. The CEOB will not disclose information about you to a third party without your consent.
6. If you provide us with the personal information of others, i.e. contact numbers, we encourage you to inform them that you are disclosing this information to CEOB and why. This information will not be disclosed to third parties and may be stored until the end of the current year.

# 9. Interviews

Succesful applicants will be notified of an interview date and time. For your planning, the interview date has been calendared for the week beginning **Monday 14 October, 2019.**