

TEACHER

Application Guidelines

When applying for a teaching role, please provide the following:

- A cover letter of not more than one page, which includes brief details in support of your application.
- Concise statements related to your experience that address the selection criteria (listed below) of not more than two pages. (Note: Please do not treat the selection criteria as paragraph headers).
- Your Curriculum Vitae including the names of three referees.

Selection Criteria

Essential

- A commitment to Catholic education and your understanding of the mission of Edmund Rice Education Australia (EREA).
- Demonstrated understanding and commitment to CBC's Learning Always values; contemporary, transformative, sustainable, (and undertaken) together.
- Experience in teaching, and a demonstrated understanding of, contemporary practices in education.
- Understanding the role of relationships as a means of promoting excellence in an educational setting.
- A familiarity with contemporary digital education and an ability to efficiently and effectively use a variety of educational platforms and programs.
- Demonstrated commitment to continuous improvement, lateral thinking and innovation.
- Demonstrated high EQ: having highly developed interpersonal and communication skills, the ability to liaise and communicate effectively with people at all levels, and to work collaboratively.
- A strong commitment to team work, as well as having a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Outstanding organisational skills including the ability to prioritise tasks.
- Hold a current National Police Check and VIT registration.

Desirable

- Accreditation to Teach Religious Education in a Catholic School.

Eligibility

To apply for this position, you must:

- be eligible to work in Australia
- hold, or be eligible to acquire, current VIT registration
- have the appropriate qualifications
- hold a current First Aid qualification, or be willing to acquire the qualification

Interview

Once applications are short listed, you may be invited to attend an interview to discuss your application further. At this point you will be asked to complete an application form, which will be emailed to you, requesting the following data:

- Personal Details
- Qualifications (originals or certified copies of transcripts will be required at the interview)
- Photo ID (original will be required at the interview)
- A summary of the responsibilities and accountabilities of your current position
- Co-curricular involvement, interests and expertise
- A summary of your employment history (beginning with the most recent position)
- A summary of volunteer work in which you are involved, as well as all previous places of volunteer work where such work involved children
- A brief summary of professional learning activities

- Names, positions and contact details for three referees
- Declaration of truth, accuracy, and willingness to undergo background and suitability checks, including acknowledgement that CBC St Kilda reserves the right to contact your current employer.

How to Apply

When applying for the role of Teacher, please provide the following:

- A cover letter which includes brief details in support of your application and concise statements related to your experience that address the selection criteria. **No more than two pages in length**
- Your Curriculum Vitae including the names of three referees.

Prior to submitting your application, please view the *Role Description* on our website www.cbcstkilda.com under Our Identity | Employment.

If you believe you have the personal qualities and professional skills, qualifications and prior experience to be successful in this role, please email your application, along with the documents listed above to the Director of Staff: mbleeser@cbcstkilda.com

Closing: Applications for the teaching positions close:

English and Health and Physical Education – 8:00am Wednesday 4 November 2020

Food Studies and Design and Technology: Textiles – 4:00pm Mon 23 November 2020

Updated Oct 2020 | Director of Staff