

HOLY CROSS COLLEGE APPLICATION PACKAGE

EDUCATION ASSISTANT

EDUCATION ASSISTANT - EARLY YEARS

NAME OF APPLICANT:





EDUCATION ASSISTANT - EARLY YEARS

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

Position: Education Assistant - Students With Disability

Conditions: Part-Time Ongoing

Salary: As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.

Commencement Date: Negotiable

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Education Assistants at Holy Cross College.
- Have a recognised minimum of Teacher Assistant Certificate III qualification (Desirable – Special Learning Needs Qualified)
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.

Applications close: Friday 17 March at 12:00pm

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au

ROLE DESCRIPTION

EDUCATION ASSISTANTS

The Vision of the College is to be 'a community of transformation in the Spirit of the Risen Christ' and in striving for this we are inspired by our College patron, Saint Oscar Romero. The College is committed to providing a holistic curriculum in all areas of The LIFE Pillars (Learning, Interrelationship, Faith and Enrichment). Staff work in partnership with parents to support our young people to grow to be faith-filled and visionary; to be lifelong learners who embrace their changing world with confidence and optimism. We aspire to be a learning community in which all our students are to be engaged, challenged and progressing.

Holy Cross College is recognised as a leader in innovation, contemporary pedagogies and the use of technology to redefine learning. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

ACCOUNTABILITY AND COLLABORATION

Teaching staff are responsible to the Principal through the appropriate team leader. They work collaboratively on a day to day basis with all members of the College staff with particular close association with Learning Leadership and Interrelationship Teams.

LEARNING

Education Assistants at Holy Cross College will:

- Keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- Complete Accreditation to Work in a Catholic School in the required time
- Maintain ongoing renewal of Accreditation to Work in a Catholic School
- Support staff, students and parents with access to and use of College resources
- Respect and support the learning and development of staff in all areas of the College
- Focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff
- Maintain sound literacy and numeracy skills
- Maintain a high level of ICT skills
- Maintain Senior First Aid qualification

INTER-RELATIONSHIPS

Education Assistants at Holy Cross College will:

- Actively engage in the pastoral care of students
- Interact with staff, students and families in a way that is both professional and pastoral
- Have a welcoming manner and excellent interpersonal skills
- Relate to young people in an appropriate manner
- Remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind
- Treat all information as confidential
- Maintain high expectations of service, choices and manners through example
- Be well-groomed, well-spoken and familiar with protocol and etiquette
- Work collaboratively with other staff members and be flexible with work arrangements
- Use initiative in carrying out duties

FAITH

Education Assistants at Holy Cross College will:

- Demonstrate a commitment to the objectives and ethos of Catholic Education
- Actively witness to Gospel values in the performance of all areas of duty
- Proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College
- Have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- Live and act in a way that respects the beliefs and practices of a Catholic community
- Lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- Participate actively in the sacramental, liturgical and prayer life of the College
- Promote and support strong and meaningful connection with St Helena's Parish

ENRICHMENT

Education Assistants at Holy Cross College will:

- Recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
- Actively engage in personal, spiritual and professional learning
- Be willing to positively share time, energy and talents in support of the ongoing life of the College
- Abide by all College Policies and Procedures

APPLICATION FOR EMPLOYMENT

EDUCATION ASSISTANT - STUDENTS WITH DISABILITY

1. PERSONAL DETAILS

Name: _____

Address: _____

Phone: _____

Email: _____

Current Position: _____

Current Employer: _____

Religious Denomination: _____

Parish: _____

Are you of Aboriginal or Torres Strait Islander origin? Yes No

2. QUALIFICATIONS

2.1 CREDENTIALS

Do you hold a current Working With Children Check? Yes No

Number: _____ Expiry Date: _____

Have you completed Accreditation to work in a Catholic School? Yes No

Do you hold a current First Aid Certificate? Yes No

Do you hold a current Driver's Licence? Yes No

If yes, what category licence? _____

2.2 EDUCATIONAL, PROFESSIONAL OR TECHNICAL QUALIFICATIONS

Year Obtained	Institution	Qualification	Major Area(s) /Study

2.3 EMPLOYMENT RECORD

Employer	Dates	Position Held	Full-time or Part-time (show FTE)

2.4 RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT

List any relevant professional development.

2.5 COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or parish.

2.6 PROFESSIONAL ASSOCIATIONS

List any professional associations of which you are a member.

3. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to speak to persons not nominated by the applicant in regard to professional background. One of these persons must be your current employer.

3.1 PARISH PRIEST

Name: _____

Parish: _____

Phone: _____ Mobile: _____

Email: _____

3.2 CURRENT EMPLOYER

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

3.3 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

3.4 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

4. STATEMENT OF SUITABILITY

Please provide a statement below on your perceived suitability for this role in relation to fulfilling the selection criteria and regarding the key aspects and responsibilities referred to in the Role Description.

This statement should be no more than 450 words.

5. OTHER RELEVANT INFORMATION

Working in a Catholic School

All support staff are required to:

- Actively support the objectives and ethos of Catholic Education and the Vision and Mission of the College.
- Live and act in a way that respects the beliefs and practices of the Catholic community.
- Adhere to the College Code of Conduct.
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College.
- Actively witness to Gospel Values in their daily work and in relationships with students, parents and staff.
- Complete the appropriate [Catholic School Accreditation requirements](#)

Declaration

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____

Date: _____

Holy Cross College employs support staff under the Roman Catholic Archbishop of Perth's Non-Teaching Staff Enterprise Bargaining Agreements and Salary Schedules, please refer to the [Catholic Education Western Australia website](#).

Prior to commencement of employment all support staff must provide the following documents:

- A valid Working with Children Check
- [Department of Education National Police History Check](#) (issued within the last three months)
- Academic transcripts, where relevant

EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Holy Cross College with personal information. We can be contacted at 18 Strathmore Parkway, Ellenbrook WA 6069
Telephone: (08) 9297 7600 or email: employment@holycross.wa.edu.au.

If you provide us with personal information, for example your name, address or information contained in your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.

We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. Catholic Education Office.

Successful applicants are required to complete a Catholic Education Western Australia (CEWA) Check of Employment Status.

APPLICANT EMPLOYMENT HISTORY

NB: This personal information is being collected to conduct a screening check for employment history.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED			
FAMILY NAME GIVEN NAME(S)			
PREVIOUS OR GIVEN NAME(S)			
DATE OF BIRTH			
PREVIOUSLY EMPLOYED BY CEWA		YES	NO
If Yes what is your most current placement			
EMPLOYEE CODE (if known)			
EMPLOYMENT HISTORY			
POSITION	ORGANISATION / SCHOOL	STATE / COUNTRY	DATES

DECLARATION BY APPLICANT

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

SIGNATURE OF APPLICANT

DATE

*Note completed form to be kept on personal file



HOLY CROSS
COLLEGE

Life to the Full