

HOLY CROSS COLLEGE APPLICATION PACKAGE

ABORIGINAL EDUCATION ASSISTANT

NAME OF APPLICANT:





ABORIGINAL EDUCATION ASSISTANT

Holy Cross College offers a Catholic education from Pre-kindergarten – Year Twelve. 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, Inter-relationship, 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 technology to redefine learning. The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College website.

Position:	Aboriginal Education Assistant
Conditions:	Part-Time Temporary
Contract Period:	17 July 2023 – 28 June 2024
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.

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 Support Staff at Holy Cross College.
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.
- Hold or be willing to maintain a senior first aid qualification.
- Hold a current National Police History Check as issued by the Department of Education Western Australia.

Applications close: Monday 15 May 2023 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

ABORIGINAL EDUCATION ASSISTANT

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.

DUTIES

- Support the Principal, staff and school community in promoting and upholding the religious, social and educational values of the school.
- Provide a point of contact within the school for the Aboriginal community.
- Maintain contact with parents/guardians of Aboriginal students as necessary and inform relevant staff of key issues relating to Aboriginal students enrolled within the school.
- In consultation with other key staff, deal with day-to-day issues of Aboriginal student class attendance as relevant.
- Help identify and represent the educational needs of Aboriginal students.
- Support student pastoral issues that may impact on the learning and teaching programme and provide support in the well-being of Aboriginal students.
- Provide support in the orientation of new Aboriginal students.
- Provide support in the delivery of planned education programmes and the preparation and maintenance of the learning environment.
- Provide support in the development of programmes that may assist and skill Aboriginal students with culturally related issues.
- Liaise with Catholic Education Office and other agencies with regard to resources, curriculum materials and Aboriginal Education Plans.
- Promote Aboriginal culture and assist the school community to be aware of culturally appropriate practices and procedures.
- Assist with arranging relevant activities and guest speakers for events of significance such as NAIDOC and Reconciliation, and, where appropriate, involve Elders.
- Provide knowledge and understanding of Aboriginal and Islander history, language and culture to students, staff and the school community.
- Promote the school within the Aboriginal community by informing about student successes, school programs and the values and qualities of the school.
- Provide assistance, support and advice to respective teachers with regard to classroom management issues, concerns and strategies for particular Aboriginal students.
- Fully participate in the life of the school and act as a positive role model in this regard.
- Be an active member of each schools pastoral and well-being teams.
- Attend staff meetings, parent evenings and other school functions as the Principal may require.
- Seek to attend relevant professional development as provided by the Catholic education Office or other such agencies.
- Undertake other duties as requested by the Principal.

APPLICATION FOR EMPLOYMENT

ABORIGINAL EDUCATION ASSISTANT

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