



St Mary's College Broome

Application for the position of

Academic Success Coordinator

To commence as soon as possible to December 2028 (Academic Success Coordinator 5-year contract/ Teacher position will be ongoing)

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 the Principal at recruitment@stmarysbroome.wa.edu.au
4. The preferred applicant may be interviewed by the Kimberley Calling panel from CEWA.
5. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
6. Applicants will be expected to uphold the Catholic ethos of the College.
7. 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.
8. 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.
9. We will not disclose this information to a third party without your consent.
10. 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.
11. 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.*)

Year Awarded (from most recent)	Institution	Qualifications	Major areas of study

6. RELIGIOUS EDUCATION ACCREDITATION

Please list accreditation information.

Accreditation	Year Completed	Accreditation Number

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

Year Awarded (from most recent)	Institution	Qualifications	Major areas of study

8. TEACHING EXPERIENCE

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

School	Year of Appt.	No. of years in school	Year Level/Class Taught Year Level

9. LEADERSHIP AND ADMINISTRATIVE EXPERIENCE

Year (List from most recent)	Leadership /Administrative role	Length of time in the position	Achievements

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

11. COPY OF STATEMENTS/MEMBERSHIPS TO BE ATTACHED

- Relevant 4-year Tertiary qualifications Most recent academic statement
- Religious Education Accreditation or Tertiary transcripts of completed Catholic units if not from Western Australia
- Current Teacher Registration Board of WA (TRBWA) membership
- Working with Children Card

12. MEMBERSHIP OR INVOLVEMENT IN PARISH GROUP AND/OR COMMUNITY ORGANISATIONS

13. **REFEREES** (Must include current or last employer)

Parish Priest
(If applicable)

Priest: _____

Parish: _____

Telephone: _____ Mobile: _____

Professional 1:

Name: _____

Position: _____

Address: _____

Postcode: _____ Telephone: _____ Mobile: _____

Professional 2:

Name: _____

Position: _____

Address: _____

Postcode: _____ Telephone: _____ Mobile: _____

Character:

Name: _____

Position: _____

Address: _____

Postcode: _____ Telephone: _____ Mobile: _____

I certify that all the information provided is true and accurate.

Signature of Applicant: _____ **Date:** _____

ATTACHMENT 1

Selection Criteria

- Be fully supportive of the objectives and ethos of Catholic Education and be a practicing Catholic.
- Have highly developed organisational and interpersonal skills including ability to resolve conflict and to lead and build a team.
- Possess the ability to be a proactive and collaborative member of a team.
- Be prepared to participate in co-curricular activities.
- Model and maintain the Catholic ethos and traditions of the College.
- A warm, welcoming and friendly disposition.
- Maintain a high standard of confidentiality.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with minimal direction.
- Communicate effectively, both orally and in writing, particularly in writing curriculum.
- Use computer applications for administration and demonstrate a willingness to embrace new technologies.

Qualifications Required:

- Relevant 4 year Tertiary qualifications.
- Current registration with Teachers Registration Board WA.
- Current Working with Children Check.
- Accreditation to Teach in Catholic Schools or significant progress toward completion.
- Relevant experience in a similar role or related function; essential.

Applicants should submit this Application Form available from the College website, a Curriculum Vitae and a cover letter outlining their suitability for the advertised position. Applications should be addressed to the Principal, including the names and contact numbers of three referees, one of whom must be their current employer. Applicants must have 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. Please submit applications as an attachment to an email addressed to the Principal at recruitment@stmarysbroome.wa.edu.au

Applications close 12pm, Thursday 23 February 2023

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post web site at <http://apps.nowwhere.com.au/austpost/postofficelocator/>. An application for a WWC must be made in person.