

Our Purpose We are called to love one another



INFORMATION FOR APPLICANTS

Early Childhood Centre
Permanent and Contract Positions
Full-time and Part-time
Findon Campus

Commencing January 2021

Thank you for your interest in the above advertised position at Nazareth Catholic Community. Please follow the instructions below when submitting your application.

In your application, as per the Position Information Document, please outline your knowledge and experience in relation to the role of Early Childhood Teacher.

Your application should also include:

- A brief covering letter.
- Your Curriculum Vitae listing two referees relevant to the position. *Please ensure that you include **your current Principal**.*
- The completed **Applicant Declaration Form** (found at the end of this document).

Please ensure your application is submitted as single document, in **PDF format only**, and in the following order:

- Applicant Declaration Form.
- Cover Letter.
- Statements addressing your knowledge and experience.
- Curriculum Vitae.
- Any other certificates or information you would like to include.

Applications are to be addressed to Natasha Walc, Early Years Director.

Please submit your application via email to:
Madeleine Kitschke, Human Resources Coordinator
employment@nazareth.org.au

Applications close Monday 30 November 2020 at 4pm

I wish you well should you decide to proceed with your application.

Yours sincerely

Madeleine Kitschke
Human Resources Coordinator

Our Purpose

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Nazareth
CATHOLIC COMMUNITY

POSITION INFORMATION DOCUMENT

The aim for the Adelaide Church, its schools, parishes and services is to collectively engage with families to create communities of faith and wellbeing. The Church desires to connect across the lifespan of families from newborns and preschoolers, to primary and secondary students and into adulthood. Supporting families to make their lives happier and healthier as members of a vibrant Catholic community is key to living the vision of the Nazareth Catholic Community.

The Nazareth Catholic Community brings together families from the Sacred Heart Parish Hindmarsh-Findon, Albert Park/Pennington and Seaton parishes and engages with other parishes in the Western suburbs.

Nazareth connects with families in a whole-of-life journey to minister to their needs, by providing a range of integrated services and opportunities to support the spiritual, social, emotional, and intellectual growth and wellbeing of its family members.

At the heart of Nazareth's vision is a community who gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

Lifelong opportunities for education and development are at the heart of this innovative endeavour.

Name:

Position Title: Early Years Teacher

Campus Location: Findon

Our Vision

We are a Catholic community of welcome, connecting faith, family and education.

Our Mission

Inspired by Jesus of Nazareth and our patrons we are people of justice each committed to building community, nourishing family life and making the world a better place.

POSITION OVERVIEW

The Nazareth Early Childhood Centre (ECC) is a special place that values the wonder of childhood. We are a community that partners with parents to provide the best educational start for all children. The ECC is licensed for 100 children per day, from 6 months to school age, with approximately 200 children attending over the course of the week. We are blessed to be nestled amongst the many, and it is true here that, at the ECC, the village helps raise the child.

KEY WORKING RELATIONSHIPS (INTERNAL)

- Director of Nazareth Catholic Community
- Early Years Director
- Centre Support Officer
- ECC Staff
- Nazareth Catholic Community Staff
- Children
- Families
- Nazareth Community Members

KEY WORKING RELATIONSHIPS (EXTERNAL)

- Catholic Education SA
- Universities
- Other Early Years Services

KEY RESPONSIBILITIES/DUTIES

As the Early Childhood Teacher at Nazareth Catholic Community, you will:

- Work in accordance with the Vision, Mission and Values and Aspirations of the Nazareth Strategic Plan.
- Take a lead role and be an active member within the ECC in the delivery of a high quality, innovative early childhood program.
- Actively support, uphold and contribute to the Catholic identity and ethos of the Nazareth ECC and the wider Nazareth Community.
- Demonstrate a deep knowledge of contemporary pedagogy, in particular the Reggio Emilia principles.
- Have practical knowledge of the Early Years Learning Framework and National Quality Standards.
- Be responsible for the confidentiality and accurate documentation of both the child and family's information, under guidance from the team leader.
- Possess effective communication and interpersonal skills to engage with colleagues, children and families to develop and maintain positive and inclusive relationships.
- Inform and consult with the Centre Support Officer or the Early Years Director of any concerns regarding the welfare and wellbeing of children.
- Perform duties in a responsible and timely manner.
- Provide a welcoming learning environment that is both stimulating and challenging.
- Attend and participate, when required, in team and staff meetings, forums and activities.

- Share responsibility for maintaining high standards of safety and hygiene, and contribute to an aesthetically pleasing environment.
- Have the ability to work in a flexible team environment.
- Demonstrate a passion for community and show a willingness and capacity to contribute to the ECC and Nazareth Catholic Community.
- Carry out other duties as determined by the Early Years Director.

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As the Early Years Teacher at Nazareth Catholic Community, you will have:

- Have a Bachelor of Education – Early Childhood Education
- Comprehensive knowledge of the Early Years Learning Framework and National Quality Standards.
- Have proven leadership skills and the ability to lead a team of dedicated educators.
- Possess excellent interpersonal and communication skills eg. well presented, friendly and courteous.
- Have highly developed organisational and planning skills.

Additional requirements

- Current clearance to work in Catholic Education SA, i.e.:
 - Catholic Police Clearance
 - Child Related Employment Screening
 - Working with Children Check
- Electronic screening clearance to work in Catholic Education SA.
- Senior First Aid training.
- Approved 'Responding to Abuse and Neglect' qualifications.
- Annual sign off is required for:
 - CESA Code of Conduct
 - Protective Practices
 - Nazareth ICT Agreement

WORK HEALTH AND SAFETY

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012

CESA Employment Declaration

To be considered for employment in any capacity in CESA, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact your school or CEO (Human Resources Team on 8301 6853).



SURNAME: _____ Dr / Mr / Mrs / Ms / Other _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional)

ADDRESS: _____ P/Code: _____

EMAIL: _____

TELEPHONE: HOME: _____ MOBILE: _____

Teacher Registration No. (if applicable) _____

Please note: You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check (WWCC)** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | | |
|---|-----|--------------------------|-----|--------------------------|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (<i>Tick 'No' where an expiation notice only was received</i>) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. (If applicable) Do you have conditions on your SA teacher registration? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | | No | <input type="checkbox"/> |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Director (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal / Director** (or their delegates) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal / Director** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal / Director** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal / Director signature: _____ Date: _____

Referred on: _____ Date: _____

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provision of the Oaths Act, as amended.

This declaration must be witnessed by a Justice of the Peace or a Commissioner for the taking of Affidavits.

Declared and subscribed at _____

in the State of South Australia this _____ *day of* _____ *200* _____

Signed: _____

Before me: _____ *Signed:* _____

Title: _____