

Non-Teacher Application Package

1. PRIVACY DISCLOSURE – YOUR INFORMATION AND ITS USE

- This information is sought by the Employer, the Trustees of the Christian Brothers (Queensland).
- The information will be used for the purpose of selecting a candidate to fulfill the role within this Edmund Rice Education Australia School.
- Information will be kept only for the duration of the selection process and will be kept in a secure place until selection process is completed. If requested, original CV's will be returned to applicant after completion date and any copies destroyed.
- Candidates may seek access to information gathered about them for the process of selection from the Chair of the selection panel.
- The information will be disclosed only to those who play a role in the selection process.
- Failure to disclose the requested information will affect initial/ongoing employment.

2. PERSONAL PARTICULARS

Title:	Surname:	Given Names:	
Address:			
Previous Surname:		Religion:	
Phone - Home:	Work:	Mobile:	
Email - Home:		Work:	
Fax – Home:		Work	

3. PROFESSIONAL RECORD *(Documentation is essential)*

Please list any tertiary qualifications. Please supply with this application form certified photocopies of any relevant documentation.

Qualifications	Name of Institution	Major Study Disciplines	Other Disciplines

4. EXPERIENCE RELEVANT TO THE POSITION

Please attach additional sheet if insufficient space.

From	To	Position Held	Description of Experience

5. SUITABILITY CARDS FOR CHILD RELATED EMPLOYMENT

Do you hold such a card? (please tick)

☐

Yes

☐

No

If Yes:

Registration Number

Expiry Date

6. OTHER EXPERIENCES YOU CONSIDER RELEVANT TO THIS POSITION

Please attach additional sheet if insufficient space.

From	To	Position/Role	Description of Experience

7. RELEVANT PROFESSIONAL DEVELOPMENT ATTENDED IN THE PAST 2 YEARS

Please attach additional sheet if insufficient space.

Year	Course / Unit	Description

8. PROFESSIONAL ASSOCIATIONS

Please list your participation in Associations and outside bodies for academic or non-academic achievements.

Association	Position Held

9. CURRENT EMPLOYMENT DETAILS

Present Employer:	
Present Position:	
Date of Appointment:	
Brief Description of Responsibilities:	

10. PRINCIPLES OF EMPLOYMENT (SCHOOLS AND NON-SCHOOL MINISTRIES) EDMUND RICE EDUCATION AUSTRALIA

(document attached – please note especially sections 6 and 7)

- Section 6. Staff Expectations Of Employer
- Section 7. Obligations Of All Employees

I have read and understood section 7 and 8 of the above document.

Applicant's Signature

11. REFEREES

Nominate three Referees: Applicants need to be aware that the Trustees of the Christian Brothers (Queensland) reserve the right to consult beyond the recorded referees. Contact with the present employer will only be made upon the request for and receiving of consent from the Applicant.

<i>Personal</i>	
Name:	Position:
Address:	
Phone Home:	Phone Work:

<i>Professional</i>	
Name:	Position:
Address:	
Phone Home:	Phone Work:

<i>Professional</i>	
Name:	Position:
Address:	
Phone Home:	Phone Work:

12. APPLICATION REQUIREMENTS

- ☐ Covering letter addressing the reasons for application.
- ☐ Curriculum Vitae.

- *Applications should be addressed to: Mrs Anne Campbell,
Human Resources Manager
St Brendan's College
139 Adelaide Park Road, Yeppoon, QLD 4703
Or emailed to campbella@sbc.qld.edu.au*

The Salary and Conditions for this position is commensurate for a school of that size and complexity and reflective of the experience of the candidate.

Have you ever been charged with or pleaded guilty to,
or been found guilty of a criminal offence? *(please tick)*

☐ Yes

☐ No

I certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose accurate information to enable a prospective employer to make a properly informed decision about my employment and that to fail to do so will influence initial or ongoing employment.

APPLICANT'S SIGNATURE: _____ DATE: _____



Principles of Employment School & Non-school Ministries) Edmund Rice Education Australia

WELCOME AND GENERAL INFORMATION

Edmund Rice Education Australia, which has responsibility for the Catholic Schools in the Edmund Rice tradition and other educational ministries in Queensland¹, welcomes you to the Edmund Rice Family.

The Executive Director, Edmund Rice Education Australia is ultimately the person to whom you are responsible and The Trustees of the Christian Brothers (Queensland) is your employer.

Your appointed position will define the line management to be followed in your case.
As part of your appointment, you will be provided with:

- the Principles of Employment and information regarding employment in Catholic Schools in the Edmund Rice tradition and other educational ministries in Queensland;
- a letter of appointment or a statement of contract; and
- as clear an idea as possible of your duties.

Your letter of appointment or statement of contract should make clear to you the conditions of service for your position - salary, superannuation, holidays and long service leave entitlement. If you are employed under an Award, appropriate to your position, a copy can be made available to you.

1. THE CHRISTIAN BROTHERS

The Christian Brothers are a Catholic Religious Congregation founded in 1802 by Edmund Rice at Waterford, Ireland. Edmund had been a successful merchant in that city and following the death of his wife, decided to spend his life in the service of God. He found his vocation in educating and assisting the poor children of that city. Other men joined him and his Congregation and its schools spread throughout Ireland.

The Congregation was requested to establish schools in (mainly) the English-speaking parts of the world and in 1869 came to Melbourne, Victoria. In 1875 they came to Queensland with the intention of starting a school in Maryborough, but on the request of the then Bishop of Brisbane, Bishop Quinn, commenced teaching classes in the building now known as the Pugin Chapel, beside St Stephen's Cathedral, Brisbane.

2. THE CHRISTIAN BROTHERS IN QUEENSLAND

The Brothers, led by Br Patrick Ambrose Treacy, moved to the site of the present St Joseph's College, Gregory Terrace in that same year (1875). During the next 100 years, 37 schools for boys were established in the various towns in Queensland and staffed by the Brothers. At first Brothers were able to fully staff the schools themselves, but as the schools multiplied and the curriculum demands became more diverse and specialised, they found this no longer possible.

From the 1960's on to the present day, the Christian Brothers' role in Catholic education in Queensland has been influenced by a number of factors. As the number of Brothers began to decline and new postulants to the Congregation practically ceased, the Brothers handed over control of the parish-controlled schools to the burgeoning Catholic Education Offices based in each of the 5 dioceses of the State. The Congregation is now focussed, at least in the education ministry, on maintaining those schools which it owns and controls while endeavouring to serve and assist in whatever way it can those who are particularly deprived or disadvantaged by social circumstances. Since 1802, Edmund Rice Schools have been conducted as part of the mission of the Catholic Church. All members of staff, whether teaching or support, share in this mission.

¹ In Queensland, Nudgee International College and Indooroopilly Montessori Children's House are members of Edmund Rice Education Australia along with the fourteen registered schools in the region.

3. THE CATHOLIC SCHOOL

What is the mission of the Catholic school?

The specific mission of the Catholic school ... is a critical, systematic transmission of culture in the light of faith and ... the integration of culture with faith and of faith with living. (The Catholic School, Roman Document, 1977)

This same goal is expressed by the Queensland Catholic Community which desires its schools to be communities of faith.

"... where the Christian spirit and values will take precedence over all other values, will permeate all areas of learning and school life, determining the whole atmosphere of the school." (Project Catholic School)

When addressing Catholic Educators, Pope John Paul II said:

"The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... The changing times demand that educators be open to new cultural influences and interpret them for young pupils in light of the Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... but your responsibilities make demands on you that go far beyond the need for professional skills and competence ... through you as a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longer."

This philosophy of Catholic Education, expressed in a growing number of documents and policy statements over the last decade, guides the Catholic school in its functioning. While it is accountable to the community at large for the provision of quality education to young citizens, it must also do this in the context of Christian gospel values as espoused by the Catholic tradition. Just as the Catholic school is a key part of the Church's mission, so to is each staff member a person who ministers in the name of the Church and of the Gospel.

4. EDMUND RICE EDUCATION

Edmund Rice Education challenges all 'to act justly, love tenderly and to walk humbly with their God' according to Edmund's story and dream.

The goals of Edmund Rice Education are to break the cycle of poverty and to enable people to be transformational in their society. The worth and liberation of the individual enhanced by personal formation in the light of Gospel and Christian values are essential in Edmund Rice Education.

These are exemplified in the presence, availability and love of a mentor.

Intrinsic to action, emanating from Edmund's life-story, are the following core values:

Respect for the Dignity of the Person

Self-esteem is developed and the individual is empowered to make appropriate choices with regard to life and calling based on a personal spirituality.

The Nurturing of Right Relationships

The learning community is based on Gospel values expressed through a sense of belonging, forgiveness and tolerance. Through a responsibility to the wider community, members are called to a critical stance on issues of social justice.

A Clear Commitment to the Poor and Marginalised

Sharing according to need, enrolment and employment policies based on the principle of justice, sharing of corporate resources on a needs basis and practical care of the earth's resources are expressions of this commitment.

Aspiration towards Excellence in Teaching and Learning

These are characterised by a continuing evaluation of curriculum and methodology, by a preparedness to be adaptive and responsive to student needs, by an openness to change and by collaborative leadership.

Promoting a Curriculum Honouring the *Common Good* within the Christian Community

Learning activities respond to the diverse needs of students by creating an accepting community in which they can celebrate their present achievements. These activities provide lifelong skills for future development.

Nurturing a Partnership with Families

Partnerships enable all members of the learning community to accept their rights and responsibilities and develop commitment which is lifelong and mutually beneficial.

Honouring Accountability

Learning communities need to be open to continual review of their performance.

5. CATHOLIC SCHOOLS IN THE EDMUND RICE TRADITION

The Spirit of the Lord has been given to me, for he has anointed me. He has sent me to bring the good news to the poor, to proclaim the liberty to captives and to the blind new sight, to set the downtrodden free, to proclaim the Lord's year of favour.
Luke 4:18-19

Schools that were established by the members of a particular Religious Congregation inevitably imbibe something of the spirit of that particular Congregation and founder.

Statements of Mission, of special significance within the Edmund Rice ethos are:

1. *"We are sent by the Holy Spirit to be signs of God's love and compassion for all our brothers and sisters, but especially for the poor, the powerless and the oppressed. A specific mission entrusted to us by the Church is the evangelisation of youth through the ministry of Christian education ... We are conscious not only of being the teaching, healing and loving Christ to others, but also of recognising in them Christ ministering to us."*
2. *"We are constantly challenged in our educational ministries to develop curricula/extra curricula which promote the harmonious growth of the whole person—a synthesis of faith, life and culture. We are specially committed to education for justice, social awareness and concern for the earth."*
3. *Our Catholic colleges, schools, ministries, initiatives and other centres offer us privileged opportunities for the evangelisation and care of youth. In the tradition of the Founder, Blessed Edmund Rice, we are pastorally concerned for all whom we serve, but especially for those who are most deprived."*

We are open to the enrichment inherent in involvement with people of diverse cultures and religious backgrounds."
"In the work of evangelisation, we recognise that in all our ministries we are in partnership with others. We recognise that the charism of our Founder is shared by many of our partners in mission and we are committed to nurturing this reality. We especially encourage parents and lay teachers to assume an increasing responsibility for the heritage of Catholic education."

6. STAFF EXPECTATIONS OF EMPLOYER

All staff members may have the following expectations of the Trustees of the Christian Brothers (Queensland) (Edmund Rice Education Australia) as employers.

- The use of appropriate and substantial mechanisms for selection, appointment and contractual arrangements.
- A welcoming into the community in which they work.
- Provision of an appropriate induction programme on first taking up their role.
- Pay rates at least as required by the current Awards and Enterprise Agreements and appropriate non-salary provisions.

- Recognition of the staff member's continued commitment to the position by invitation to attend professional development courses.
- To be welcoming, open and sympathetic in conversation concerning College issues, staff issues, matters concerning the staff member's family circumstances.
- Provision of a grievance and complaints procedure that is substantial and implemented in an even-handed manner.
- Provision and updating of in-servicing in Province Policies to direct employees to appropriate action and response.

7. OBLIGATIONS OF ALL EMPLOYEES

Every staff member in a Catholic School in the Edmund Rice tradition or other educational ministry in Queensland has an indispensable role to play. It is required of all staff members employed in a Catholic School in the Edmund Rice tradition or other education ministry in Queensland that they:

1. be qualified for the position, and if necessary, hold qualifications as required by State and Church authorities;
2. comply with requirements for accreditation to teach in a Catholic School in the Edmund Rice tradition and accreditation to teach religion in a Catholic School in the Edmund Rice tradition (where appropriate);
3. comply with all requirements and otherwise support Edmund Rice Education Australia policies;
4. comply with all Screening policies and procedures as required by Edmund Rice Education Australia Policy* or legislation;
5. be committed to regular ongoing professional development;
6. accept the Edmund Rice educational philosophy of the school or educational ministry;
7. develop and maintain an adequate understanding of those aspects of Edmund Rice teaching that touch upon their subject areas or areas of responsibility;
8. strive by their teaching, service, performance of duties and personal example to inculcate in students an appreciation and acceptance of Christian teaching and values;
9. acknowledge that Catholic Schools in the Edmund Rice and other educational ministries seek to educate the whole person - spiritually, academically, culturally, socially and physically; and
10. avoid, whether by word, action or known lifestyle, any influence upon students that is contrary to the teaching and values of the Church community in whose name they act.

***N.B.** *All applicants are required to undergo screening procedures as required by the Law and by Edmund Rice Education Australia Policy. Under Edmund Rice Education Australia Policy, The Commission for Children and Young People and Child Guardian Act and Section 9A of the Criminal Law (Rehabilitation of Offenders) Act 1986, all such applicants are required to disclose information regarding criminal convictions for certain offences. This is necessary even though it may be possible to legally deny the existence of these offences after the rehabilitation period. Such offences include, but are not limited to, offences related to drugs misuse, offences of a sexual nature, offences against liberty, morality and abduction. Disclosure is required whether the offences were committed in or outside of Queensland. Details of criminal convictions should be submitted in an envelope marked "Confidential" with your application. Checks on criminal convictions of appointees will be conducted by human resources staff to verify this information. A conviction does not necessarily preclude you from employment. However, failure to disclose relevant information may result in disciplinary action including suspension or dismissal.*

In addition, staff in Catholic Schools in the Edmund Rice tradition and other educational ministries are expected to personally support those ideals which the Congregation of the Christian Brothers espouse in a special way:

- a clear commitment to the poor and marginalised;
- the dignity of the person;
- the safety and welfare of students;
- excellence in teaching and learning;
- a curriculum tailored to student needs;

- the nurturing of right relationships;
- partnership with families; and
- compliance with Edmund Rice Education Australia Policies.