

URSULA FRAYNE CATHOLIC COLLEGE



APPOINTMENT ADMINISTRATION AND SUPPORT (NON-TEACHING) STAFF

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Information to Prospective Applicants

The Principal of Ursula Frayne Catholic College, Victoria Park WA, invites applications from appropriately qualified and experienced applicants for a non-teaching position in the College's Administration and Support Staff team.

It is through the work of all those who work in collaboration with parents and pastors that will substantially determine whether or not our school realises its aims and accomplishes its objectives. Every adult member of our community contributes to the education and formation of students as part of a shared stewardship. All jobs within the College are designed to support the mission of the School. As such, the College views all members of staff as "teachers" in as much as it recognises that the service given, even if not in a classroom, supports an environment wherein students are witnessing professional and dedicated behaviour. All members of staff contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

About the College

As a learning and faith sharing community, Centred in Christ, Ursula Frayne Catholic College is a Catholic, Kindergarten to Year 12 co-educational College in the Mercy tradition. As such, the College caters for approximately 1325 students and is committed to the development of young people, academically and spiritually.

In its current form, the College was established in 1990 after the amalgamation of St Joachim's Primary and High Schools and Xavier College. It operates on two sites located at Balmoral Street, East Victoria Park (Kindergarten-Year 6) and Duncan Street, Victoria Park (Years 7-12). Both campuses are situated south of the Swan River within 5 kilometres of the Perth CBD and are closely linked with the parishes of Our Lady Help of Christians in East Victoria Park and St Joachim's in Victoria Park.

In order to cater for the specific developmental needs of our students, the College has established four, separate sub-schools: the Preparatory (Kindergarten-2) and Junior (3-6) Schools [Xavier Campus] and the Middle (7-9) and Senior (10-12) Schools [Joachim Campus]. Each sub-school is overseen by a Head of School and operates as "a school within a school".

Preparatory School

The Preparatory School is driven by a commitment to provide a nurturing approach, stimulating classroom environments and a comprehensive Early Childhood education. This is undertaken through the careful crafting of a Kindergarten, Pre-Primary, Year One and Year Two program, which seeks to satisfy children's cognitive, spiritual, physical, social, emotional and creative needs.

By acknowledging a child's developmental benchmarks, a relevant and meaningful curriculum can be delivered. Purposeful play, direct sensorial experience, physical engagement of innate curiosity, the valuing of serendipity, and exposure to acquiring knowledge in a variety of ways are some of the strategies employed to scaffold the learning process. Specialist teachers in Student Support, Health & Physical Education, the Arts and the Library provide the students with a diverse range of experiences that enrich the curriculum.

Our philosophy is based on building solid foundations that encourage the blossoming of the 'whole person', from which our students will invariably draw upon as life-long learners.

Junior School

The Junior School's curriculum reflects the College's vision to create an educational community centred in Christ where opportunities are provided for students to develop in all areas. Specialist teachers in the areas of Music, Drama, Physical Education, Languages Other Than English (Italian or Japanese), Library Studies and Student Support assist classroom teachers and students to achieve these aims.

The focus in the Junior School is to consolidate and build on the skills acquired in the Preparatory School and to use these skills to further student learning. Emphasis is given to developing independent learners with higher-level thinking skills, problem solving skills, communication skills and social skills. We believe that this emphasis, nurtured in a faith community based on Catholic values, will prepare our students for a technological world where flexibility, adaptability and well-developed thinking skills will define success.

Middle School

The term "Middle Schooling" is used to describe a particular phase of a young person's formal education. This important phase bridges the gap between the traditional primary and secondary approaches to education with a view to responding more effectively to the specific developmental needs of students in the upper primary and lower secondary years (roughly ages 11-14).

The Middle School provides academic rigour in the core subjects while stimulating the interests of students with an exciting array of elective subjects and co-curricular opportunities. As such, the curriculum of the Middle School is designed to be specifically sensitive to the developmental needs of young adolescents in the 11-14 years age group. The College strives to foster an environment based on harmonious working relationships, responsibility and mutual respect while endeavouring to excite and stimulate students towards the notion of life-long learning and dealing with change.

Senior School

The Senior School at Ursula Frayne Catholic College caters for students in Years 10, 11, and 12 where preparation for life beyond secondary school is a key focus. This preparation incorporates three interrelated aspects: the spiritual dimension in which all students are nurtured to grow in wisdom and love; the pastoral dimension encouraging resilience, independence and social awareness; and an individual, academic focus promoting rigour and excellence. This philosophy consolidates the student-centred learning pedagogy used in the Middle School and senior students are encouraged to accept greater responsibility for not only what they learn, but also how they learn.

To this end, the Senior School has the goal of providing students with the opportunity to select courses according to their specific needs, interests and career path and places great importance on the extension of students.



Roles and Duties of Non-Teaching Staff

All appointments to the non-teaching staff and assignments of duties, roles and responsibilities are the prerogative of the Principal.

All non-teaching staff are covered by *The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement, 2014*.

Non-teaching staff are accountable to the Principal, through the Business Manager, for the proper exercise of their roles.

Requirements

Persons appointed to Administrative or Support (Non-Teaching) Staff positions at Ursula Frayne Catholic College shall, as a minimum:

- Be committed to the values of the Catholic school;
- Have appropriate qualifications;
- Have a current Working with Children Card;
- Have a valid 'CrimTrac' 100 point Check Police Clearance;
- Have completed, or undertake to complete, Accreditation to Work in a Catholic School requirements where applicable.

Selection Criteria

Successful applicants for Non-Teaching positions at Ursula Frayne Catholic College will demonstrate the following:

- A strong identity with the Catholic faith;
- Support the philosophy of Ursula Frayne Catholic College;
- The energy to be part of a team and building a Catholic school community;
- A willingness and ability to work together with other staff members as a team, showing initiative, enthusiasm and reliability;
- Foster good professional relationships with students, parents and outside agencies within the wider community;
- Be aware of their influence on students;
- Both by their example and explicit actions, non-teaching staff must support the school leadership and the teaching staff in their endeavours to fulfil the aims of the college;
- An ongoing commitment to professional learning.

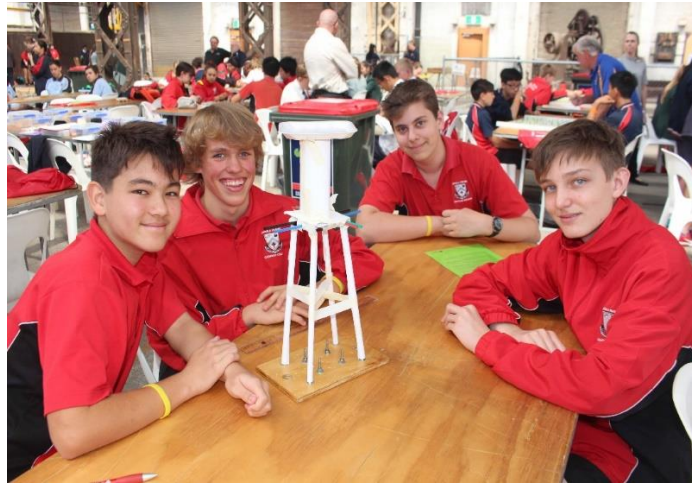
Terms of Appointment

Appointment to this position will be in accordance with the procedures in the Catholic Education Commission of Western Australia policy statement concerning non-teaching positions. The terms of appointment to the position will be in accordance with CECWA policy.

Applications

1. Applications for administration and support staff positions at the College should be completed on the **Application Form**. Please fill in ALL sections of this form even if you wish to attach a 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 attach the Application Form to your letter of application and email to the employment@ufcc.wa.edu.au
4. The Catholic Education of Western Australia (CEWA) policy on Appointment of Staff (available at www.ceo.wa.edu.au) applies to all Catholic Schools in Western Australia.
5. The Principal reserves the right to seek information from people not listed in this application unless specifically requested not to do so.
6. Applicants will be expected to uphold the Catholic ethos of the College.
7. In applying for this position, you will be providing Ursula Frayne Catholic College with personal information.
8. If you provide the college with personal information, for example your name and address or information contained on your Application Form, we will collect the information in order to assess your application. You agree that we may store this information for as long as necessary.
9. 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.
10. The college will not disclose this information to a third party without your consent.
11. If you provide the college 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. It is, therefore, your responsibility to inform nominated referees that you have passed on their contact details and the reason for this. All nominated referees of short listed candidates may be contacted. Non-nominated referees may also be contacted.
12. Application forms and other personal information of unsuccessful applicants will be destroyed on completion of the appointment process, unless you give signed permission for your application to remain on file.
13. Your application must include the appropriate documentation required for the position. These documents must have been acquired within the last two years.
14. The College follows the Disputes and Complaints Resolution policy approved by the Catholic Education of Western Australia (CEWA). A copy of this is available upon request.
15. Applications should be marked "CONFIDENTIAL" and addressed to:
The Principal
Ursula Frayne Catholic College
BY EMAIL:
employment@ufcc.wa.edu.au
16. Any queries regarding this application should be directed to the Executive Assistant to the Principal on 9470 0943.



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