ST PATRICK'S COLLEGE BALLARAT

APPLICATION PACKAGE

POSITION:
DIRECTOR OF ICT
(FULL TIME, ONGOING)

CLOSING DATE:
4.00PM ON WEDNESDAY NOVEMBER 20, 2019

St Patrick's College (Ballarat) Locked Bag 31 BALLARAT VICTORIA 3350 1431 Sturt Street BALLARAT VICTORIA 3350 ABN 88 183 384 549
Telephone 03 5331 1688 **Facsimile** 03 5331 8150 **Web** www.stpats.vic.edu.au **CRICOS Provider No.** 00620E

November 8, 2019

Dear Applicant

Thank you for your interest regarding the above position at St Patrick's College (**the College**). This Application Package will assist you with your application and must be read carefully and followed accordingly. This Package includes:

Part 1	Position Description
Part 2	General Information regarding the College
Part 3	Statement of Principles Regarding Catholic Education
Part 4	Child Safe Information
Part 5	Employment Collection Notice
Part 6	Selection Guidelines for Applicants
Part 7	Pre-Employment Questions
Part 8	Application Declaration

Please note:

- Applications close at **4.00pm on Wednesday November 20, 2019**. Applications, and supporting documents, must be emailed to **jobs@stpats.vic.edu.au.**
- Applications which do not respond to the Selection Guidelines may not be accepted and/or may require you to provide further information before your application can be considered.
- Your application will be acknowledged on receipt.
- After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling its child protection obligations, the College is legally required to obtain the following information about a person whom it proposes to engage to perform child related work:

- Working with Children Check status, or similar check.
- Proof of personal identity and any professional or other qualifications.
- The person's history of work involving children.
- References that address the person's suitability for the job and working with children.

Any false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. Any information provided by you in connection with your application for employment may be checked by the College with relevant authorities, previous employers, referees or sources. By making an application for this position you consent to these pre-employment checks.

If you require any further information in relation to this position, please contact Lisa Oldham, Director of Human Resources via loldham@stpats.vic.edu.au or 03 5322 4489.

Wishing you every success in your application.

John Crowley
HEADMASTER

PART 1: POSITION DESCRIPTION

The College is embarking upon an exciting period in its long and distinguished history with the implementation of a 2019-2021 Strategic Plan with an emphasis on further enhancing the academic culture of the College, continued development and expansion of vocational and applied learning pathways, collaboration through a variety of teaching and learning teams and the ongoing pastoral care of students.

Job Title: Director of ICT

Reports To: Deputy Headmaster Teaching and Learning

Support Staff: The Director of ICT will be supported by a range of personnel, including:

- Headmaster
- Deputy Headmaster Staff and Student Wellbeing
- Business Manager
- 1:1 eLearning Coordinator
- ICT Staff
- Director of Library and Information Services
- Directors of School
- Heads of Faculty

Tenure: Full Time, Ongoing

The Director of ICT must participate in a performance review process relevant to this position.

Start Date: immediately, or as negotiated with the successful candidate

Remuneration: Education Support Employee as per the VCEMEA, commensurate with qualifications and relevant experience.

The Director of ICT role is a non-teaching Education Support Employee role, with applications sought from persons with a teaching or ICT background. If a teacher is the successful candidate, the teacher will be engaged as an Education Support Employee and will not fulfil a teaching load.

Queries on these conditions can be directed to Lisa Oldham, Director of Human Resources.

JOB SUMMARY

The Director of ICT will be responsible for overseeing the College's ICT resources. This individual will work closely with the College Leadership Team, staff and parents to provide strategy and vision in utilising ICT resources to allow for the effective integration of ICT's into teaching and learning and to support the College's administrative needs . In collaboration with the ICT Manager, the Director of ICT will identify and recommend cost-effective technology solutions for all aspects of the College. A key part of the Director of ICT's role is to provide an

effective bridge between the College's ICT educational programs and the technology required to meet all of the College's ICT needs.

DUTIES AND RESPONSIBILITIES

The Director of ICT would be expected to fulfil the following duties:

- To provide leadership in strategy, vision and decision making with regards the planning, development, implementation and use of ICT's across the College with an emphasis on enhancing teaching and learning.
- In collaboration with the College Leadership Team, the ICT Manager and other key stakeholders, provide the College with effective and efficient ICT devices, systems and infrastructure that best serve the College's educational and administrative needs.
- Provide strategic leadership, support and coordination for the College 1:1 program and the development of the College eLearning plan in collaboration with the 1:1 eLearning Coordinator.
- Collaborate with Directors of Schools, Heads of Faculty and College staff to identify and prioritise ICT strategy, policy, procedures and projects to best enhance teaching and learning.
- In collaboration with the College Leadership Team, administrative staff and the ICT Manager, coordinate strategic planning for the technical operation of the College's ICT administrative systems, procedures and resources.
- With the 1:1 eLearning Coordinator and ICT manager, oversee the management of the 1:1 device functionality including ongoing issues such as device maintenance, software and hardware updates.
- Liaise with contracted suppliers of the College's ICT hardware and software needs including 1:1 device(s) organising quotes and overseeing the Purchase Orders process and procurement.
- Liaise with the College Finance provider overseeing ICT leasing schedules, organising new leasing schedules and planning for future lease renewals.
- Provide direction and support to the ICT Manager and ICT staff in prioritising ICT projects and jobs to ensure enhancement of ICT in teaching and learning is optimised.
- Review policies and procedures to ensure the enhancement of ICT in teaching and learning is optimised.
- Work closely with ICT Manager scheduling regular meetings to provide direction and oversee daily operations in the ICT Hub.
- Collaborate with the ICT Manager to coordinate term break projects and jobs to ensure ICT outcomes for teaching and learning are optimised.
- With the support of the Deputy Headmaster Teaching and Learning, be at the forefront of emerging educational ICT practices
- In collaboration with the College Leadership Team, Business Manager and other key stakeholders, oversee the ICT Department operational budget.
- Advise the Business Manager of staffing level requirements, be a panel member for the interview and hiring of new staff and provide employee orientation in line with the college's induction programs.
- Communicate with the College Leadership Team, Directors of Schools, Heads of Faculty, College staff and parents and students on the status of ICT operations across the College.
- Provide advice and guidance to staff in the acquisition and use of information technology

Membership
The Director of ICT will be a member of the ICT Executive.

The Director of ICT will be required to fulfil any other reasonable duties as directed by the Headmaster and/or the Deputy Headmasters.

EXPERIENCE AND QUALIFICATIONS

It is anticipated that Director of ICT would have the following:

- Post graduate qualifications relevant to the role, or willing to commence relevant study during the tenure
- Demonstrated experience in educational leadership and an understanding of the issues specific to boys education.
- Qualifications and/or demonstrated experience in managing, mentoring and developing staff.
- Understanding of the requirements as outlined in the course of study and other documentation for teachers teaching VCE, VCAL, VETiS, Victorian Curriculum, Australian Curriculum or Awakenings.
- Attendance at appropriate professional development activities.

KEY SELECTION CRITERIA

The Key Selection Criteria that will be used to select the Director of ICT are:

1. Understanding and demonstrated commitment to the Catholic philosophy and ethos of education, specifically in the Touchstones of EREA.

2. Capacity to develop and articulate a vision and direction for ICT at the College, and to lead the implementation of that vision and direction.

3. Capacity to lead and manage ICT initiatives across the College in both teaching and learning, and in the College administration.

4. Experience in working as part of an integrated team.

5. Demonstrated capacity to respond and lead in the areas noted in the Duties and Responsibilities set out above.

PART 2: GENERAL INFORMATION REGARDING THE COLLEGE

The College is a Years 7 to 12 Boarding School for boys, founded in 1893 and conducted by Edmund Rice Education Australia (**EREA**). The College's vision is "*raising fine boys to the status of great men".*

Edmund Rice Education Australia is a network of schools, entities and offices, offering a Catholic education in the tradition and spirit of Blessed Edmund Rice. Established by the Christian Brothers in 2007, Edmund Rice Education Australia governs the schools owned by the Christian Brothers at that time, as well as schools established since then. As a Public Juridic Person (**PJP**), Edmund Rice Education Australia has its own canonical and civil identity but remains closely connected to the Christian Brothers and their ongoing ministry.

As a Catholic school in the Edmund Rice tradition, the College proclaims the *Charter for Catholic Schools in the Edmund Rice Tradition*, which uses four Touchstones to describe the culture of an authentic Catholic school in the Edmund Rice Tradition. The Touchstones are:

- **Liberating Education**: We open hearts and minds, through quality teaching and learning experiences, so that through critical reflection and engagement each person is hope-filled and free to build a better world for all.

- **Inclusive Community**: Our community is accepting and welcoming, fostering right relationships and committed to the common good.

- **Gospel Spirituality**: We invite all people into the story of Jesus and strive to make his message of compassion, justice and peace a living reality within our community.

- **Justice and Solidarity**: We are committed to justice and peace for all, grounded in a spirituality of action and reflection that calls us to stand in solidarity with those who are marginalised and the Earth itself.

Further information on Edmund Rice Education Australia is available at http://www.erea.edu.au/

Further information on the College is available at http://www.stpats.vic.edu.au/en/

PART 3: STATEMENT OF PRINCIPLES REGARDING CATHOLIC EDUCATION

The Task of the Catholic School
Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.

(Congregation for Catholic Education, *The Catholic School,* 1977)

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

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

> *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 the light of 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 through 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 longest.*
>
> (Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

> *I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives … Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith … No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church … The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members … More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.*
>
> (Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2008:

*Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (*cf. Spe Salvi, 4*). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.*

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.

…

It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church's mission may be served effectively, and the young people may discover the joy of entering into Christ's "being for others".

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2010)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young people, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all staff employed in a Catholic school that they:

(a) accept the Catholic educational philosophy of the school;

(b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;

(c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;

(d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;

(e) in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies, and uphold the professional standards expected of a teacher;

(f) be committed to regular ongoing professional development;

(g) be qualified as required by state authorities;

(h) be a person suitable to work with children.

PART 4: CHILD SAFE INFORMATION

The College holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility. Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

The College's expectations in relation to child safety are contained in:

- the EREA Commitment Statement to Child Safety, endorsed by the College and available here
- the College's Child Safe Policy, incorporating the Child Safe Code of Conduct, available here
- the PROTECT resources, endorsed by the College and available here

The College's child safety material complements the EREA Code of Conduct which details, clarifies and affirms the standards of behaviour expected for members of the Edmund Rice Education Australia community, including members of the College community. The Edmund Rice Education Australia Code of Conduct is available here.

PART 5: EMPLOYEE COLLECTION NOTICE

1. In applying for this position you will be providing the College with personal information.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy is accessible via the College website, or by request from the College office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles (**APPs**) or how you may seek access to personal information collected about you. 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.
4. We may use and disclose personal and sensitive information that we collect for administrative, educational and support purposes. This may include use and disclosure of your personal information to the Catholic Education Commission of Victoria (**CECV**), Catholic Education Offices, and support vendors (including specifically, TechOne, Synergetic Management Systems and SIMON) that provide services around staff administration systems, but will not disclose this information to other third parties without your consent.
5. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
6. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate human resources and staff administrative support, this information will be stored on **servers within Australia**. This includes the Integrated Catholic Online System (**ICON**). Current best practice cyber security measures will be employed to protect this personal and sensitive information from unauthorised access, modification, use and disclosure.
7. We may store and disclose personal information to overseas recipients, through the usage of Cloud Computing Storage or similar services. The College discloses such information in accordance with APP 8.
8. 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 and that the College does not usually disclose the information to third parties.
9. If you are employed by the College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
10. Staff information is exempt from the *Privacy Act 1988.* Other requirements (ie. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

Name

Signature **Date**

PLEASE COMPLETE, SIGN AND RETURN THIS PAGE IN YOUR APPLICATION.

PART 6: SELECTION GUIDELINES FOR APPLICANTS

1. ELIGIBILITY

Please ensure that you are able to demonstrate capacity in the Duties and Responsibilities included in the Position Description.

If you are not an Australian citizen or resident, you may be asked to provide proof of your ability to legally work in Australia.

2. PREPARATION OF YOUR APPLICATION

A. GENERAL

Applications must be emailed to **jobs@stpats.vic.edu.au**.

B. COVERING LETTER

It is recommended that you submit a covering letter with your application addressing your suitability for the position, including a response to the Key Selection Criteria.

C. CURRICULM VITAE

You are required to submit a current Curriculum Vitae with your application, which must address the following:

Personal

- your full name, address, email address and telephone number
- your VIT number and type, if relevant
- your Working With Children Check number and type, if relevant
- your National Police Check current to within two (2) years (please attach document), if relevant

Education

- full details of qualifications obtained, including the qualification, year completed and name of the institution

Current Employment:

- the name and contact details of your current employer
- your position and a description of your duties
- your commencement date of employment

Previous Employment, for all previous employment:

- the name and contact details of your employer(s)
- your position and a description of your duties
- the dates of your employment

Volunteer Work:

- the name and contact details of the relevant organisation(s)
- your position and a description of your duties
- the dates of your engagement

D. REFEREES

You are asked to supply names and contact details (including an email address) of your referees, who can speak to your professional and/or personal attributes and comment on your suitability for child related work.

You are encouraged to advise your referees of your intention to apply for this position and seek their willingness and ability to support your application. Please note, that the College may seek references from your identified referees on receipt of your application but prior to you being offered an interview.

Please note that the College reserves its right to seek references from referees other than those nominated by you.

E. SUPPORTING DOCUMENTS

In compiling your application, please ensure that you complete, sign and return the relevant documents within this Application Package including:

- the Employee Collection Notice;
- the Pre-Employment Questions; and
- the Applicant Declaration.

If you require any further information in relation to this position, please contact Lisa Oldham, Director of Human Resources via loldham@stpats.vic.edu.au or 03 5322 4489.

APPLICATIONS CLOSE AT 4.00PM ON WEDNESDAY NOVEMBER 20, 2019

PART 7: PRE-EMPLOYMENT QUESTIONS

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the College's understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?
NO☐ YES☐
If yes, please provide details:
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?
NO☐ YES☐
If yes, please provide details:
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?
NO☐ YES☐
If yes, please provide details:
4. Do you consent to the College contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?
NO☐ YES☐
If NO, this will be discussed further if you are offered an interview.

Name

Signature **Date**

PLEASE COMPLETE, SIGN AND RETURN THIS PAGE IN YOUR APPLICATION.

PART 8: APPLICANT DECLARATION

I declare that the contents of my application (including any supporting documentation) are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this Application Package may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment.

I consent to the College making inquiries of any current and/or previous employers in connection to the information and answers I have provided in my application to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child connected work.

I understand and accept that my appointment to this position requires compliance with the College's child safe information. I have read and understand the College's child safety information as contained within Part 4 of this Application Package, including the Child Safe Policy, the Child Safe Code of Conduct and the Edmund Rice Education Australia Code of Conduct.

Name

Signature **Date**

PLEASE COMPLETE, SIGN AND RETURN THIS PAGE IN YOUR APPLICATION.