



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

ASSISTANT PRINCIPAL

CAMPBELLTOWN

St John the Evangelist Catholic Parish Primary School

Kindergarten to Year 6 serving the Campbelltown Parish with an enrolment of approximately 505 pupils.

The Director of Schools, Diocese of Wollongong, invites applications from suitably experienced educators for this significant leadership position at St John the Evangelist Catholic Parish Primary School, Campbelltown commencing January 2022.

The Assistant Principal supports the Principal in implementing the vision and mission of the school, to support growth in faith and improvement in learning for students and assist the school leadership team in the conduct and organisation of the school.

ESSENTIAL SELECTION CRITERIA

To be considered for this position, you will be able to demonstrate you are an effective leader who:

- Gives witness to the faith and contributes to the Catholic life and culture of the school community.
- Builds a learning culture of shared responsibility for quality teaching and student learning growth, informed by data.
- Builds capacity through their own professional development and supporting staff by providing access to effective continual professional learning opportunities, giving regular feedback and managing performance.
- Acts strategically to drive school improvement initiatives aligned to the school's vision and strategic plan.
- Ensures that school processes meet system, NESA and legislative requirements.
- Develops and maintains positive partnerships with students, families and carers, the local church and the wider school community.

GENERAL CAPABILITIES applicable to the role:

- Well-developed interpersonal skills.
- Well-developed oral and written communication skills.
- Ability to work collaboratively in a team environment.
- Strong organisational skills.



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

QUALIFICATIONS

- Post-graduate study in a relevant discipline.
- Accreditation for Senior Leadership in a Catholic School (Category E) in accordance with the 'Accreditation to Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Wollongong' policy (or a commitment to acquiring within a 5 year period).

WORKING WITH CHILDREN CLEARANCE

This role is classified as a child related work and therefore we require a working with children clearance to be completed prior to your commencement with us.

Applicants must be able to comply with any NSW Public Health Orders pertaining to Education that are in place as of the commencement date of this position. Please refer to the NSW Health website/Public Health Orders and Restrictions for further information.

POSITION APPLICATION:

Applicants are to complete an online application which asks to briefly address the essential criteria (equivalent to 2 pages).

Prior to commencing your online application, please contact Paula Vera, Executive Assistant to the Head of Human Resource Services on 02 4253 0957 to initiate the referee feedback process.

To confidentially discuss your application or general interest in this position please contact Carolyn Hadley, Head of Human Resource Services on 02 4253 0952.

Closing date: 3 December 2021 at 9am

On how to apply for this position please refer to our website:
www.dow.catholic.edu.au



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

Education Officer – Literacy
Catholic Education Diocese of Wollongong

Catholic Education Diocese of Wollongong (CEDoW) comprises 38 Catholic schools with more than 19,000 students enrolled across the Illawarra, Macarthur, Shoalhaven and Southern Highlands regions.

The Director of Schools invites applications from suitably qualified and experienced personnel for this permanent full time Education Officer - Literacy position based at the Marian Centre, Catholic Education Office, Wollongong commencing 28 January 2022.

As a member of the School Improvement Services Primary Team, this position requires significant experience in curriculum and the capacity to support primary schools in Commonwealth, State and Diocesan initiatives. The role will support schools in the area of Literacy, to assist schools in implementing Collaborative Leadership Improvement Learning (CLIL) and in addressing the Mission Dimensions of the Strategic Direction document “Lighting the Way” through the implementation of the School Improvement Framework.

ESSENTIAL CRITERIA

Applicants will need to provide evidence of:

- A deep understanding and commitment to the mission and purpose of a Catholic school within the broader evangelising mission of the Catholic Church.
- Their capacity to support the Principals, Leadership Teams and Instructional Coaches in identifying needs and to strategically co- design and co-facilitate Professional Learning in Literacy.
- Successful experience as an effective classroom practitioner. Knowledge and experience in the use of learning technologies.
- Knowledge and use of the Learning Progressions.

DESIRABLE

- Knowledge of CLIL and the use of the Assessment and Instruction Framework

The following GENERAL CAPABILITIES are applicable to the role:

- Well-developed interpersonal skills.
- Well-developed oral and written communication skills.
- Ability to work collaboratively in a team environment.
- Strong organisational skills.
- A commitment to ongoing professional learning relevant to this position.



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

QUALIFICATIONS

- Appropriate qualifications for teaching Primary K–6.
- Accredited Level D to teach Religious Education in accordance with To Work, Teach and Lead policy or a commitment to gain this level within the first 5 years of employment with CEDoW.
- The applicant must be accredited with NESA to teach in NSW.

WORKING WITH CHILDREN CLEARANCE

This role is classified as child related work and therefore a Working With Children Check (WWCC) is required prior to your employment with CEDoW.

Applicants must be able to comply with any NSW Public Health Orders pertaining to Education that are in place as of the commencement date of this position. Please refer to the NSW Health website/Public Health Orders and Restrictions for further information.

POSITION APPLICATION

Applicants are to complete an online application which asks to briefly address the essential criteria (equivalent to 2-3 pages) and submit a short CV (2-3 pages).

To confidentially discuss your application contact Kay Blundell, Senior Professional Officer - School Improvement Services - Primary, on (02) 4253 0980.

The Catholic Education Office is an agency of the Church called to stewardship and service in support of the System of Catholic Schools in the Diocese of Wollongong. Through partnerships with clergy, parents, staff, school leaders and students it contributes to strengthening the Communion of the Church.

Closing date: 8 December 2021 at 5pm

**On how to apply for this position please refer to our website:
www.dow.catholic.edu.au**



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

Education Officer – Numeracy
Catholic Education Diocese of Wollongong

Catholic Education Diocese of Wollongong (CEDoW) comprises 38 Catholic schools with more than 19,000 students enrolled across the Illawarra, Macarthur, Shoalhaven and Southern Highlands regions.

The Director of Schools invites applications from suitably qualified and experienced personnel for this permanent full time Education Officer - Numeracy position based at the Marian Centre, Catholic Education Diocese of Wollongong commencing 28 January 2022.

As a member of the School Improvement Services Primary Team, this position requires significant experience in curriculum and the capacity to support primary schools in Commonwealth, State and Diocesan initiatives. The role will support schools in the area of Numeracy, to assist schools in implementing Collaborative Leadership Improvement Learning (CLIL) and in addressing the Mission Dimensions of the Strategic Direction document “Lighting the Way” through the implementation of the School Improvement Framework.

ESSENTIAL SELECTION CRITERIA

- A deep understanding and commitment to the mission and purpose of a Catholic school within the broader evangelising mission of the Catholic Church.
- Their capacity to support the Principals, Leadership Teams and Instructional Coaches in identifying needs and to strategically co-design and co-facilitate Professional Learning in Numeracy.
- Successful experience as an effective classroom practitioner with the use of the Assessment and Instruction Framework in Mathematics.
- Their ability to analyse student data at System, School, Grade and Stage levels and support schools in the co-construction of intervention plans to meet student needs.
- A well-articulated understanding of student-centred, quality pedagogical practices that are grounded in current evidence-based research in the teaching of Mathematics.
- Effective use of collaborative practices to bring about improvement in student learning outcomes.
- Knowledge and experience in the use of learning technologies.

DESIRABLE SELECTION CRITERIA

- Knowledge of and experience in Extending Mathematical Understanding (EMU).



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

The following GENERAL CAPABILITIES are applicable to the role:

- Well-developed interpersonal skills.
- Well-developed oral and written communication skills.
- Ability to work collaboratively in a team environment.
- Strong organisational skills.
- A commitment to ongoing professional learning relevant to this position.

QUALIFICATIONS

- Appropriate qualifications for teaching Primary K–6.
- Accredited Level D to teach Religious Education in accordance with **To Work, Teach and Lead** policy or a commitment to gain this level within the first 5 years of employment with CEDoW.
- The applicant must be accredited with NESA to teach in NSW.

WORKING WITH CHILDREN CLEARANCE

This role is classified as child related work and therefore a Working With Children Check (WWCC) is required prior to your employment with CEDoW.

Applicants must be able to comply with any NSW Public Health Orders pertaining to Education that are in place as of the commencement date of this position. Please refer to the NSW Health website/Public Health Orders and Restrictions for further information.

POSITION APPLICATION

Applicants are to complete an online application which asks to briefly address the essential criteria (equivalent to 2-3 pages) and submit a short CV (2-3 pages).

To confidentially discuss your application contact Kay Blundell, Senior Professional Officer - School Improvement Services - Primary, on (02) 4253 0980.

The Catholic Education Office is an agency of the Church called to stewardship and service in support of the System of Catholic Schools in the Diocese of Wollongong. Through partnerships with clergy, parents, staff, school leaders and students it contributes to strengthening the Communion of the Church.

Closing date: 8 December 2021 at 5pm



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

On how to apply for this position please refer to our website:
www.dow.catholic.edu.au



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

Education Officer - Specialist Support (K-12)
Catholic Education Diocese of Wollongong

Catholic Education Diocese of Wollongong (CEDoW) comprises 38 Catholic schools with more than 19,000 students enrolled across the Illawarra, Macarthur, Shoalhaven and Southern Highlands regions.

The Director of Schools invites applications from suitably qualified and experienced personnel for this permanent full time position of Education Officer, Specialist Support (K-12), commencing 17 January 2022. The initial appointment will be for a period of three years after which permanent teaching positions will be negotiated within the system of schools.

The role of Education Officer, Specialist Support (K-12) forms part of the work of the School Improvement Services Specialist Support Team (SI-SS). This position has a focus on supporting students (K-6) with social, emotional, behavioural and diverse learning needs, and their wellbeing and development in the Illawarra Region. Some work will extend to supporting students 7-12 and across the whole Wollongong Diocese. The role will include working in collaboration with Principals, CatholicCare Counsellors, Diverse Learning Support Teachers, Learning Support Coordinators and Pastoral Care Coordinators and other members of the SI-SS Team in observing students in classroom settings, developing individual support plans for students, as well as implementing, monitoring and evaluating these plans. The position also involves supporting schools, and parents/carers with enrolments of students and transition of students into schools, and other educational settings. An additional aspect of the role requires coaching schools in the implementation of a Positive Behaviours for Learning (PBL) approach in school settings.

The successful applicant will also be required to work closely with members of the SI-SS Team and others in developing, delivering, monitoring and evaluating ongoing personal and professional learning formation and growth experiences for school staff and others.

ESSENTIAL SELECTION CRITERIA

- An understanding of and a willingness to support the mission and purpose of a Catholic school.
- Evidence of formal study in the area of behavioural support management and/or special education of students.
- An understanding of the principles of a PBL approach and the link to learning.
- Highly developed inter-personal and organisational skills and evidence of a capacity to work both independently and collaboratively in a team environment.
- Experience in developing, implementing, monitoring and evaluating personal plans for students related to their social, emotional, behavioural and diverse learning needs, and their wellbeing and development; and,
- A commitment to their own ongoing personal and professional learning formation and growth.



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

DESIRABLE SELECTION CRITERIA

- Experience as a middle leader or above in a school setting.
- Some experience in implementing the principles of a PBL approach, and/or similar behavioural frameworks in schools.
- Show an understanding of Path to life: A Framework for Pastoral Care and Wellbeing (www.dow.catholic.edu.au under policies).
- Have the capacity to lead quality teaching practices, based on the Diocesan Learning and Teaching Framework (www.dow.catholic.edu.au under policies), and to design and implement quality individual educational programs aligned to this framework.

WORKING WITH CHILDREN CLEARANCE

This role is classified as child related work and therefore a Working With Children Check (WWCC) is required prior to your employment with CEDoW.

Applicants must be able to comply with any NSW Public Health Orders pertaining to Education that are in place as of the commencement date of this position. Please refer to the NSW Health website/Public Health Orders and Restrictions for further information.

POSITION APPLICATION

Applicants are to complete an online application which asks to briefly address the essential criteria (equivalent to 2-3 pages) and submit a short CV (2-3 pages).

POSITION APPLICATION

To confidentially discuss your application, contact Cynthia McCammon, Senior Professional Officer School Improvement Services Specialist Support, on 0439 887 978.

The Catholic Education Office is an agency of the Catholic Church called to stewardship and service in support of the system of Catholic Schools in the Diocese of Wollongong. Through partnerships with clergy, parents, staff, school leaders and students, the Catholic Education Office contributes to strengthening the Communion of the Church.

Please refer to our website www.dow.catholic.edu.au to apply now

Closing date: 12 December 2021 at 11.50pm