



**James Sheahan Catholic High School, Orange
A Co-educational School Years 7-12**

**Year Coordinator 2 Point
Two Full Time Permanent Positions**

Commencing 29 January 2019

Applications are invited for the above permanent positions from qualified teachers who demonstrate a sincere commitment to the aims and philosophy of Catholic education and possess appropriate teaching qualifications.

An application form for this position must be obtained from the CEDB website at www.bth.catholic.edu.au and submitted as part of the application.

Criteria:

- Demonstrated ability to work as part of a wellbeing team and to successfully liaise with students, staff, parents and relevant organisations regarding student wellbeing issues
- Demonstrated ability to promote a culture of effort, engagement and excellence through the development of a positive, supportive student environment and related structures
- Commitment to a change culture and openness to diverse student wellbeing structures
- Willingness to undertake administrative and curriculum duties associated with the relevant school year, such as student tracking, maintaining the levels system, reporting, enrolment, information evening attendance, NESA and ACARA requirements, classroom management follow-up
- Commitment to completing other duties relating to the Year Coordinator role as determined by the Principal

A valid *Working with Children Check Number* is required for this position and must be provided at the time of application. To obtain a *Working with Children Check Number* visit www.kidsguardian.nsw.gov.au or call (02) 9286 7219.

Completed applications must include the names of three referees, including a Parish Priest (or Religious Minister) and current Line Manager. Please contact Mrs Kirsten Felstead for a role description (phone: 6362 1422).

Please address your application to Mr Peter Meers, Principal and forward to Mrs Kirsten Felstead, Executive Assistant, email k.felstead@bth.catholic.edu.au

Applications close: Monday 12 November 2018 at 1.00pm

The Catholic Education: Diocese of Bathurst is an equal opportunity employer