



PRINCIPLES OF EMPLOYMENT IN NORTHERN TERRITORY CATHOLIC SCHOOLS

1. Introduction

- 1.1 The Catholic school supports the family in helping children to develop fully to their unique personal potential. This development is best promoted in a wholly Christian context where due regard is paid to spiritual and temporal needs allowing for the action of the Holy Spirit.
- 1.2 By taking a position in Catholic education teachers accept an invitation to be deeply involved in the mission of the Church. In addition, teachers are expected to be leaders within the school and to lead through the example of their professional and personal lives.
- 1.3 All staff in Catholic schools are expected to make positive contributions to the development of a Christian community in Catholic schools. Staff should not accept employment in Catholic education unless they can support the aims and philosophy of the school.
- 1.4 All staff in Catholic schools have pastoral and professional responsibilities. They can best discharge their pastoral responsibilities by being examples of the Christian virtues for their students. Their professional responsibilities entail a definite commitment to increasing their professional expertise.
- 1.5 Staff in positions of responsibility have a duty to ensure the continued professional and personal development of the members of the school staff. This is best promoted by organising in-service activities to meet the needs of the teachers within the school, and by encouraging teachers to participate in in-service development.

A high priority should be given to activities and courses, which lead to personal faith development and to increase competence in the transmission of the Catholic faith and culture.

2. Catholic Ethos

- 2.1 The Independent Education Union and the Catholic Education Office acknowledge that staff need to support actively the Catholic ethos of the schools as defined by Church documents and the Roman Catholic Bishop of Darwin. They acknowledge that Catholic schools in the Diocese are part of the mission of the Church.
- 2.2 Each Catholic school in the Northern Territory is thus more than an educational institution: it is a key part of the mission of the Church. Consequently each teacher or school officer is more than an employee: she or he ministers in the name of the Church.

Disclosure of Information

All applicants for teaching positions and/or positions involving ongoing student contact are advised that it is their responsibility to provide with their applications any information which may be relevant to the employer's decision as to whether to offer employment. Failure to provide complete, accurate information may result in dismissal. Such information should include:

- details of teaching/professional and other qualifications and experience
- details of any medical condition which may affect appointment or deployment
- details of any circumstances which may prevent taking up an appointment in any location within the Northern Territory
- details of any relevant criminal convictions*

Applicants are further advised that the Catholic Education Office (NT), as a part of the usual recruitment process, does contact the applicant's past employers as listed in the application presented, to verify information provided.

It is a condition of employment that

- **applicants for teaching positions must :**
 - be (or able to be) registered as a teacher with the NT Teacher Registration Board and
 - obtain a Working with Children (Ochre) Card
- **all non-teaching staff must obtain a Working with Children (Ochre) Card.**

Position Applied for: _____

Name: _____

(Previous surname/s if applicable) _____

Date of Birth: _____ Place of Birth : _____

Home Address: _____

Telephone: _____ Mobile _____

Email: _____

Religion: _____ Marital Status: _____

Next of Kin: _____ Relationship to next of kin: _____

Personal History

Have your services ever been terminated by any previous employer?

Yes () No ()

(If yes, please provide details below)

Have you ever been convicted in a Court of Law for an offence?

Yes () No ()

If yes, please give details (attach explanation if necessary).

*Note that you are **not** required to provide any information that is 'irrelevant criminal record' under the Anti-Discrimination Act or any spent convictions under the Crimes Act.

I declare that, to the best of my knowledge, the information given on this 'Disclosure of Information' form is correct.

I am willing to support the Catholic ethos of the school as explained in Principles of Employment in NT Catholic Schools.

Date: _____

Signed: _____