



THE UNIVERSITY OF NOTRE DAME AUSTRALIA



# EXPRESSION OF INTEREST APPLICATION PACK

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SCHOOL OF EDUCATION, SYDNEY CAMPUS

## SESSIONAL TUTOR

### About the University

Notre Dame is a modern private University that embraces the esteemed catholic intellectual tradition, with student experience, employment and graduate outcomes consistently among the best in Australia.

12,000 students are enrolled in our comprehensive range of undergraduate and postgraduate programs across Australia.

Additional information about the university can be found at our website at: [www.notredame.edu.au](http://www.notredame.edu.au)

### About the role

The School of Education, Sydney seeks expressions of interest from applicants who possess suitable qualifications at Masters or PhD level in any of the following areas and are interested in tutoring in one or more of these education courses offered by the School of Education, Sydney:

- International Baccalaureate (IB)
- Special Needs
- Educational Leadership
- Religious Education
- Primary Mathematics Education
- Science and Technology
- Primary English
- Personal Development, Health and Physical Education (PDHPE)
- Arts/Drama/Music; and Early Childhood

Professional, research and teaching experience will be advantageous. The successful applicant will be required to deliver tutorials/workshops on education courses offered by the School of Education, Sydney.

### Skills and experience:

1. A relevant degree
2. Masters/PhD qualification
3. Relevant education teaching experience in a school and/or tertiary institution; and
4. NESA accreditation (or ability to gain accreditation)

### Location:

Broadway Campus: [https://www.notredame.edu.au/\\_data/assets/pdf\\_file/0024/2688/Map\\_Broadway\\_Site\\_May18.pdf](https://www.notredame.edu.au/_data/assets/pdf_file/0024/2688/Map_Broadway_Site_May18.pdf)

### Closing Date:

When appointment is made.

## Enquiries

Discipline	Academic Staff Member	Academic Position	Contact Number	Email Address
<b>IB</b>	Ms Liz McKenna	Senior Lecturer	2 8204 4208	<a href="mailto:liz.mckenna@nd.edu.au">liz.mckenna@nd.edu.au</a>
<b>Special Needs</b>	Dr Katrina Eddles-Hirsch	Senior Lecturer	2 8204 4130	<a href="mailto:katrina.eddles-hirsch@nd.edu.au">katrina.eddles-hirsch@nd.edu.au</a>
<b>Religious Education</b>	Professor Gerard O'Shea	Assistant Dean	2 8204 4202	<a href="mailto:gerard.oshea@nd.edu.au">gerard.oshea@nd.edu.au</a>
<b>Primary Mathematics</b>	Dr Thuan Thai	Senior Lecturer	2 8204 4620	<a href="mailto:thuan.thai@nd.edu.au">thuan.thai@nd.edu.au</a>
<b>Science and Technology</b>	Mr Tryon Francis	Lecturer	2 8204 4244	<a href="mailto:tryon.francis@nd.edu.au">tryon.francis@nd.edu.au</a>
	Professor Kevin Watson	Prof, Science Education	2 8204 4128	<a href="mailto:kevin.watson@nd.edu.au">kevin.watson@nd.edu.au</a>
<b>Primary English</b>	Mr Gerald Mcrae	Senior Lecturer	2 8204 4202	<a href="mailto:gerald.mcrae@nd.edu.au">gerald.mcrae@nd.edu.au</a>
<b>PDHPE</b>	Mr Tryon Francis	Lecturer	2 8204 4244	<a href="mailto:tryon.francis@nd.edu.au">tryon.francis@nd.edu.au</a>
<b>Arts/Drama/Music</b>	Dr Kate Winchester	Lecturer	2 8204 4625	<a href="mailto:kate.winchester@nd.edu.au">kate.winchester@nd.edu.au</a>
	Ms Liz McKenna	Senior Lecturer	2 8204 4208	<a href="mailto:liz.mckenna@nd.edu.au">liz.mckenna@nd.edu.au</a>
<b>Early Childhood</b>	Dr Cynthia a'Beckett	Senior Lecturer	2 8204 4213	<a href="mailto:cynthia.abeckett@nd.edu.au">cynthia.abeckett@nd.edu.au</a>
<b>Educational Leadership</b>	Professor Lauren Stephenson	Dean	2 8204 4226	<a href="mailto:lauren.stephenson@nd.edu.au">lauren.stephenson@nd.edu.au</a>

(DO NOT email your application to those addresses. See "APPLICANT COVER SHEET" for instructions)

## How to apply

Please continue reading for instructions on how to prepare your application.

## ABOUT THE UNIVERSITY AND THE OBJECTS OF THE UNIVERSITY

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The University of Notre Dame is a private Catholic university with campuses in Fremantle, Broome and Sydney. Notre Dame follows the tradition and practices of Catholic higher education which, for centuries, has offered leadership in university education. It is committed to a personalised education, underpinned by pastoral care and support for all its students. Degrees and courses are offered in the following disciplines: Arts & Sciences, Business, Education (Teaching), Health Sciences, Law, Medicine, Nursing, Physiotherapy and Philosophy & Theology.

The Sydney campus is located at Broadway and Darlinghurst with convenient access to public transport, student accommodation and essential amenities. Former churches, schools, and presbyteries have been sensitively and beautifully restored to form the beautiful Sydney campus. The restoration has returned them to their rightful position, historically, culturally and significantly, as Sydney heritage landmarks.

The core part of the redevelopment has been the major restoration to the historic St Benedict's and Sacred Heart Churches, which serves the parish and inner-city communities.

## CATHOLIC INTELLECTUAL LIFE FOR PROSPECTIVE STAFF

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### The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is 'sanctification': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of activities and works; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's moral teaching—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some understanding of the Church's position, particularly as it reflects our own work and life, and a genuine respect for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

In particular, please read our staff code of conduct and about the Catholic intellectual tradition:

<https://www.notredame.edu.au/staff/staff-resources/policies-and-procedures>

<https://www.notredame.edu.au/about/catholic-intellectual-tradition>

## THE OBJECTS OF THE UNIVERSITY

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The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
  - (i) teaching, scholarship and research;
  - (ii) training for the professions; and
  - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

## HOW TO PREPARE YOUR APPLICATION

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### **YOUR APPLICATION MUST INCLUDE THE FOLLOWING INFORMATION:**

#### **Applicant Cover Sheet**

- Complete the Applicant Cover Sheet, located on the last page of this pack, and submit as part of your application.

#### **Cover Letter and Resume**

- Please outline your suitability for the role with your current resume. These documents should include your current contact details.

#### **Qualifications**

- If you are listing qualifications and training as part of your application in your resume, you should provide copies with this application.
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

#### **Referees**

- Be prepared to provide contact details of at least three referees who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

#### **Right to Work in Australia**

- You are required to submit evidence of your right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required plus Passport: (Do not provide originals at this time)
  - ✓ Passport
  - ✓ Australian Certificate of Citizenship
  - ✓ If born before 20 August 1986, an Australian birth certificate
  - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
  - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

#### **Other Clearances**

- A current Working With Children Check is requirement before commencing in this position.

#### **PRIVACY STATEMENT**

The information provided in your application will only be used for the administrative purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at <https://www.notredame.edu.au/home/privacy>

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).

#### **How to apply**

- Please email your complete application to: Sydney School of Education [sydney.education@nd.edu.au](mailto:sydney.education@nd.edu.au)



THE UNIVERSITY OF NOTRE DAME AUSTRALIA

**APPLICATION COVER SHEET**

After you have read the job application pack, complete this page and submit with your application documents.

Name	<input type="text"/>
Email	<input type="text"/>
Position applied for	<input type="text" value="Sessional Tutor"/>
School / Department	<input type="text" value="School of Education, Sydney"/>
Closing Date	<input type="text"/>
How did learn about this vacancy?	<input type="text"/>

Please check the following to ensure your application is complete:

- Cover Letter (optional)
- Resume or CV included
- Copies of any relevant academic or training transcripts or qualifications included
- Copy of Passport included
- A form of Photo ID included (can include your work rights documentation such as passport)
- Documents showing you are legally allowed to work in Australia included (See "HOW TO PREPARE YOUR APPLICATION" in the application pack detailing the required documents)
- The application must be in **PDF** or Microsoft **Word** format
- The application must be less than 10 megabytes in size

A current Working With Children Check is requirement before commencing in this position.

- Yes  No Are you an existing UNDA employee? (includes sessional, casual or fixed term)
- Yes  No Do you authorise UNDA to contact your nominated referees?
- Yes  No Do you want to be considered for other similar vacancies at UNDA?
- Yes  No If required, do you give permission for UNDA to verify your work status with the Australian Department of Immigration & Citizenship?

If you have completed and checked the above items, please send your application to: Sydney School of Education [sydney.education@nd.edu.au](mailto:sydney.education@nd.edu.au)

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You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the Staffing Office via email [Sydney.staffing@nd.edu.au](mailto:Sydney.staffing@nd.edu.au).