



# Infant Jesus School

A **LEAD**ing Learning School

## Application Information

Thank you for your interest in a position at Infant Jesus School.

Infant Jesus School, Morley is a double stream co-educational primary school catering for children from Pre-Kindy to Year 6 with an approximate enrolment of 500 students. The school has a strong sense of community with an emphasis on pastoral care and acceptance of all cultural and social backgrounds and needs. The school enjoys a close relationship with the parish and strong support from the parent community. Infant Jesus School offers a vibrant curriculum and we are looking for dynamic and dedicated psychologist who is committed to their vocation.

## The Application

Applicants will be assessed against the skills, abilities, qualities and experience required for a particular role. The information you provide in your application will form the assessment for this decision. The School has an expectation that all staff will play an active role in pastoral care and co-curricular activities.

## The Selection Process

### **Covering Letter**

Your covering letter is the introduction to your application. It should include the name of the position you are applying for and why you believe you would be suitable.

### **Application Form**

Please complete the **Infant Jesus School Application Form** for the position you are applying.

### **The Interview**

The interview will be a mix of general and behavioural questions and discussion about your skills, experience and suitability for the role. It is a two-way process giving Infant Jesus School an opportunity to learn about you as well as enabling you to learn about Infant Jesus School and whether you feel it is a place you would like to work.





## Referees

You are required to provide the names and contact details of three referees (including your Parish Priest). Your referees should be able to describe your work performance. Do not include personal referees. It is a good idea to contact your referees and let them know you are applying for a position at Infant Jesus School.

## Working Requirements

All applicants must be either a permanent resident of Australia or have the appropriate working visa to be employed by Infant Jesus School. Documentary evidence must be provided prior to commencement. In addition, a current Working with Children Check (WWC) and TRBWA registration (for teaching staff) are legislative requirements for working in schools in Australia.

## Closing Date

Please make sure your application is received by Infant Jesus School by the advertised closing date, as late applications will not be accepted.

## Selection Process

A panel will be established by the Principal to review applications, conduct interviews and make an appointment most suitable to Infant Jesus School. Candidates shortlisted will be contacted by telephone and invited for interview.

## Acknowledgement of your Application

Applications will be acknowledged in writing when received. Once the recruitment process is completed, candidates who are not shortlisted for interview will be advised in writing their application has not been successful.