

LOVE

OUR

CATHOLIC SCHOOLS

If you have the ambition, we have the opportunity!

EMPLOYMENT IN CATHOLIC SCHOOLS

Expectations of all staff working in Catholic schools in the Diocese of Townsville

Welcome to Catholic Education in the Diocese of Townsville. You are joining a network of 29 schools, 2,400 staff who provide services to more than 12,000 students and their families.

Catholic Education is called to provide a climate where the dignity of the human person is valued and affirmed and where community is developed with a profound relationship between the Gospel and culture. This is a statement concerning the Catholic Education employer's expectations about standards as they apply to the professional and witness responsibilities of any staff member.

We must remember that teachers and educators fulfil a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that it 'depends chiefly on them whether the Catholic school achieves its purpose.'¹

BEFORE EMPLOYMENT, APPLICANTS MUST READ, UNDERSTAND AND ACCEPT, AS AN EXPLICIT TERM OF CONTRACT, THE REQUIREMENTS OF THE STATEMENT OF PRINCIPLES FOR EMPLOYMENT IN CATHOLIC SCHOOLS AND THE TOWNSVILLE CATHOLIC EDUCATION STAFF CODE OF CONDUCT.

Statement of Principles for Employment in Catholic Schools

Each staff member has an indispensable role to play in contributing to Catholic education. It is required of all staff members employed in Catholic education that they:

- Recognise and accept that the Catholic school is more than an educative institution, as it is a key part of the Church, and an integral element of the Church's mission.
- Be qualified for the position and meet all registration, accreditation and other requirements of the State and Church.
- Be committed to participation in regular on-going professional development.
- Accept and support the Catholic educational philosophy, policy and practices of the school.

¹ *The Catholic School on the Threshold of the Third Millennium*¹

- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their areas of responsibility.
- Strive by their service, performance of duties and personal example to inculcate in children an appreciation and acceptance of Christian teaching and values.
- Avoid, whether by word, action or known lifestyle, any influence upon children that is contrary to the teaching and values of the Church community in whose name they act.

The development of peoples depends, above all, on a recognition that the human race is a single family working together in true communion, not simply a group of subjects who happen to live side by side.²

These principles have been derived from a reflection on the documents of the Church, namely:

1965	Declaration on Christian Education
1977	The Catholic School
1982	Lay Catholics in Schools: Witnesses to Faith
1988	The Religious Dimension of Education in a Catholic School
1998	The Catholic School on the Threshold of the Third Millennium
2014	Educating for Today and Tomorrow: A Renewing Passion

Staff Code of Conduct

All employees of Townsville Catholic Education Office will, while contracted as an employee:

1. Demonstrate commitment and loyalty to the educational, religious and social values of Catholic Education in the Diocese of Townsville;
2. Carry out all required duties in a professional and conscientious manner.
3. Behave honestly and with integrity in the course of their employment.
4. Act with care and diligence in the course of their employment.
5. Treat everyone (peers, students, parents/carers of students, members of wider community) with respect and courtesy.
6. Ensure their presentation and personal appearance is professional and appropriate for their role.
7. Comply with all applicable Australian Laws. For this purpose, Australian Law mean:
 - a) Any Act or any instrument made under an Act, or
 - b) any law of a State or Territory, including any instrument made under such a law.
8. Comply with the Education and Training Legislation Amendment Act 2011 which makes it:
 - a) mandatory for school staff members to immediately report a reasonable suspicion that a student under 18 years attending the school has been sexually abused by another person. This is regardless of who that person might be.
 - b) mandatory for school staff members to immediately report a reasonable suspicion that a student under 18 years attending the school is likely to be sexually abused by another person. This is regardless of who that person might be.
 - c) mandatory for school staff members to immediately report a reasonable suspicion that a student, if that student is a person with a disability, of any age has been sexually abused by another person or there is reasonable suspicion that a student attending school is likely to be sexually abused by another person. This is regardless of who that person might be.
 - d) compulsory for school staff members to immediately report a reasonable suspicion that any student attending the school has been sexually abused by another person. This is regardless of who that person might be.

(Mandatory means "required by law")

² *Cartis in Veritate Integral Human Development in Charity and Truth - Pope Benedict XVI*

9. Comply with any lawful and reasonable direction given by someone in the employee's agency (e.g. school) who has authority to give the direction.
10. Maintain appropriate confidentiality about dealings that the employee has in the course of their work for Catholic Education in the Diocese of Townsville.
11. Use all Catholic Education resources and equipment in a proper manner and only for legitimate organisational purposes, unless they have been given permission by an authorised representative of TCEO to use specific resources at a specific time for private purposes.
12. Refrain from providing false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment in Catholic Education in the Diocese of Townsville.
13. Comply with any other conduct requirements that are prescribed within other regulations of Catholic Education in the Diocese of Townsville.
14. Establish appropriate professional relationships with their students. Inappropriate liaisons between staff and students are not permissible in Townsville Catholic Education schools. Engaging in sexual relations with a student of any age will result in dismissal of the staff member.
15. Actively engage in appropriate and required professional development.
16. Ensure that matters of Duty of Care are afforded the highest attention (including punctuality to classes, to supervision and yard duty).
17. Ensure that personal use of alcohol and prescribed drugs does not interfere with the proper performance of the employee's duties. The employer has zero tolerance for the consumption of illegal drugs and/or alcohol while on duty.
18. Adhere to other relevant professional codes of conduct where applicable.
19. Avoid behaviours which might reasonably be perceived as abuse, harassment, bullying, intimidation or otherwise harmful.
20. Avoid harmful discrimination on grounds such as but not confined to gender, race, or religion.
21. Identify and report to those concerned any situations that have already become, or have the potential to become, a situation of conflict of interest for the employee. The employee should withdraw from the situation unless and until a person/people in authority tells the employee they believe no conflict of interest exists.
22. Acknowledge whenever and wherever appropriate Townsville Catholic Education Office's ownership of property, including intellectual property, created or developed in the course of the employee's employment.

Significant departures from the standards of conduct outlined in this Staff Code of Conduct and any other regulations as stipulated for employees of Catholic Education in the Diocese of Townsville may amount to misconduct on the part of the staff member.

Staff are directed to the Employee Compliance Handbook

Contact Us

For further information, contact Employment Services at Townsville Catholic Education

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