



**Iona College Geelong  
Non-teaching positions 2023**

*Are you a passionate, innovative and dynamic individual who is looking for a new opportunity?*

*Are you willing to contribute your skill and expertise to the ongoing formation of an exciting new Catholic co-educational community?*

*Do you wish to positively contribute to the ongoing formation of a secondary educational environment?*

*Do you believe that teamwork and collaboration are a non-negotiable?*

**If you have answered 'yes' to the above, then you are encouraged to apply for this exciting new opportunity to be part of the Iona College Geelong Staff in 2023.**

**CONTEXT:**

Iona College Geelong is a Catholic Co-educational College located in Charlemont (a 15-minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (a 15- minute drive from Torquay).

After many years in the planning, Iona College Geelong officially opened its doors for the first time for students at the start of the 2020 school year. 150 Year 7 students formed the Foundation year for the College coming from many different regions within Geelong, the Surf Coast and Bellarine.

A further 410 students joined the College in 2021/2022 to give a total current student population of 560. It is expected that in 2023 there will be a rapid increase in enrolments, with a student population of over 800. Iona College is the fifth and newest Catholic Secondary School in the Geelong region and the second Catholic Co-educational option for parents seeking a Catholic Education for their daughters and sons.

Later this year the College will renew its original Master Plan to cater for an expected secondary school cohort of 1400 students. We will also be planning for the addition of an early learning centre and primary school as the local area demographics change.

Our Master Plan has been developed to ensure that the student community of Iona College have state of the art facilities befitting educational needs for the present and the future. \$65 million dollars is being invested in capital works over the next six years. The 'Columba Centre' is a three story multi-disciplinary learning centre that has an imposing outlook to the City of Geelong and the You-Yang's in the North and the Surf Coast in the South. In addition to the Columba Centre, a comprehensive landscaping program has taken place with a focus on native vegetation and ensuring that students have many and varied play spaces.

At the start of 2021 students began using their AFL accredited (MCG size) oval to the western side of the Columba Centre. The oval has been designed with various options including turf that ensures that it remains a quality facility for many years to come.

At the commencement of 2022, the College took possessions of:

1. Our Specialist Centre incorporating science, art, technology (wood, plastics, metal), information technology, media and STEM will provide a unique opportunity for students to follow their passion for learning in a modern state of the art facility and;
2. Our Gymnasium, Food Technology and Music Centre that will allow for physical activity and creativity in a modern education setting.

In 2023 we will open our newly build Student Services, Library, Learning Centre and Administration. These facilities will continue to support our students as the population increases. We expect to commence further building projects in 2023 to cater for the exceptional demand that we have received during our growth phase.

As a Catholic School, Iona is committed to the service of those who are marginalised in our society. Service of other will form a key part in the Catholic Identity that Iona will craft over the next few years. We intend to reinforce with our students the need to use the education that they will be privileged to receive, to enact the College motto: 'Learning to Change the World'.

The current Governance structure of the College lies with the Melbourne Archdiocese Catholic Schools (MACS). Further information on MACS can be found at: <https://www.macs.vic.edu.au/> The College has also established an Advisory Council who continue to guide the College through its Foundational years. The Advisory Council is made up of two Canonical Administrators, members of the community with a specific skill, as well as parents.

#### **TIMELINE:**

03/02/2023 – 17/02/2023

Iona College Geelong Non-Teaching Positions Advertised\*

- [www.iona.vic.edu.au](http://www.iona.vic.edu.au)
- seek.com

All applications will be acknowledged by a return email at the time of submission. This return email constitutes official notification that your application has been received.

*No other correspondence will be received regarding your application unless you are selected for an interview.*

You may be contacted regarding an interview either by email or phone. If you have not been contacted by Friday **24/02/2023** you have not been successful in making the interview shortlist.

## **TIMELINE**

03/02/2023 – 17/02/2023 Iona College Non-Teaching Positions Advertised

17/02/2023 - 24/02/2023 Applications accessed and shortlisted completed

Commencing the week of 27/02/2023 interviews to take place and position appointed.

*\*The Principal may at any time vary the above timeline as required.*

*# All candidates who have been interviewed but have been unsuccessful in gaining a position for 2023 will be notified via email by this day. Given the number of candidates to be interviewed, it is impossible for the Principal to phone each unsuccessful applicant whilst at the same time, be cognisant about the need to inform all candidates successful or otherwise in a timely manner.*

## **PROCESS:**

**Interested applicants should submit the following via email:**

1. Iona College Geelong Non -Teaching Application Form.
2. Introductory Letter addressing the following questions:
  - i) Your reasons for wanting to become part of the Iona College Geelong Non-Teaching Staff.
  - ii) The skills and attributes that you will contribute to the position sought and how these qualities may set you apart from other applicants.

Responses (introductory letter) should not exceed two pages (approximately 700 words).

Please note that **only** these two documents should be submitted. All applications must be emailed to the address outlined below.

**Email:** [employment@iona.vic.edu.au](mailto:employment@iona.vic.edu.au)

*Note: There is limited capacity for the Principal to respond to individual phone calls and emails regarding these positions until candidates are contacted for interview after shortlisting.*

**Closing Date: Friday 17 February 2023**

## **CHILD SAFE STANDARDS:**

Every person employed at Iona College Geelong has a responsibility to understand the important and specific role she/he plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Iona College Geelong will:

- 1.** Take a preventative, proactive and participatory approach to child safety;
- 2.** Value and empower children to participate in decisions which affect their lives;
- 3.** Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
- 4.** Respect diversity in cultures and child rearing practices while keeping child safety paramount;
- 5.** Provide written guidance on appropriate conduct and behaviour towards children;
- 6.** Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
- 7.** Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- 9.** Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- 10.** Value the input of and communicate regularly with families and carers.