

INFORMATION AND APPLICATION GUIDE



Enquiries can be directed to:

Human Resources

P (03) 5337 2298

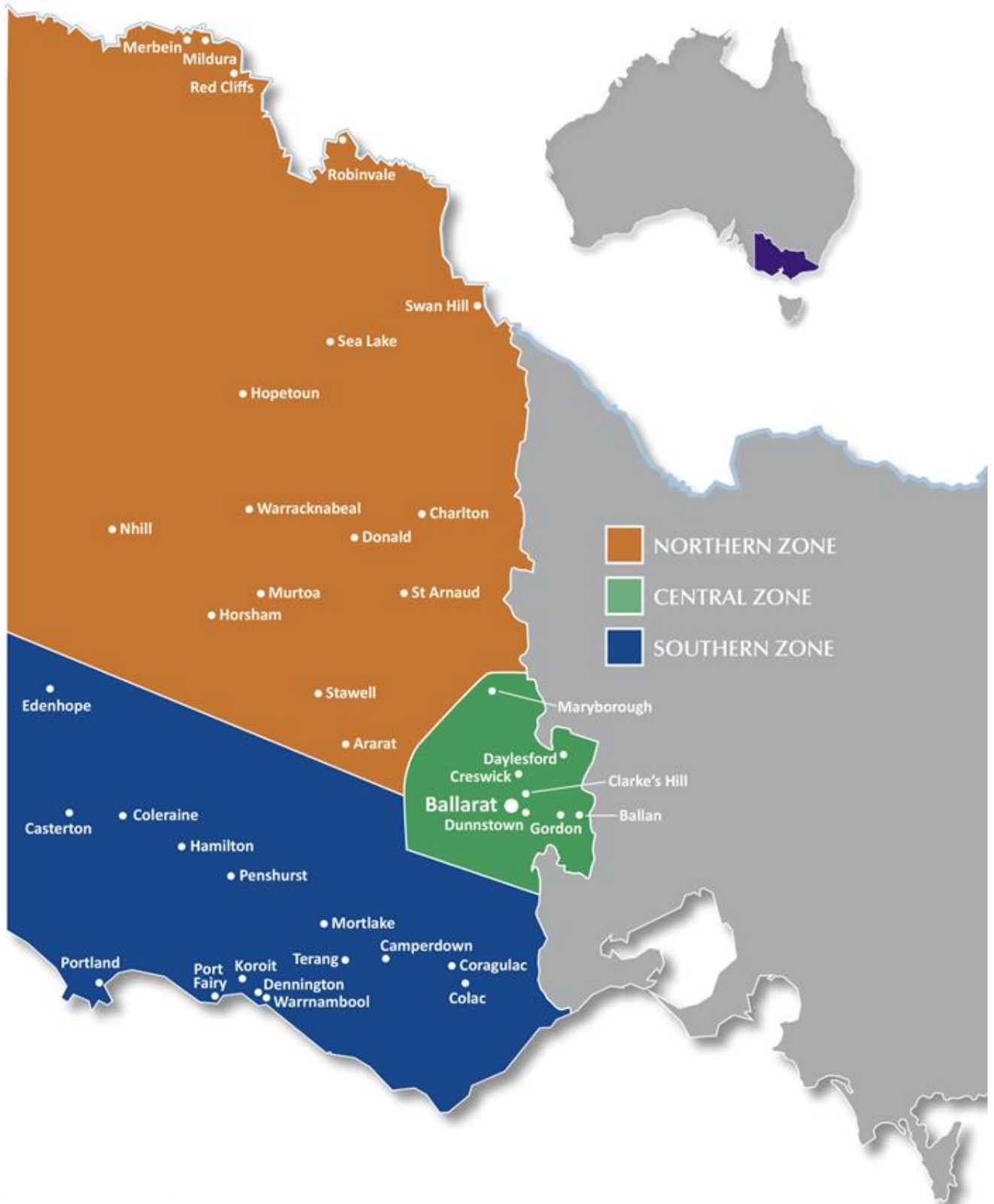
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THE DIOCESE OF BALLARAT

The Diocese of Ballarat has 64 diverse primary and secondary schools in total, providing distinctive Catholic education in rural and regional settings from the Murray to the Sea.

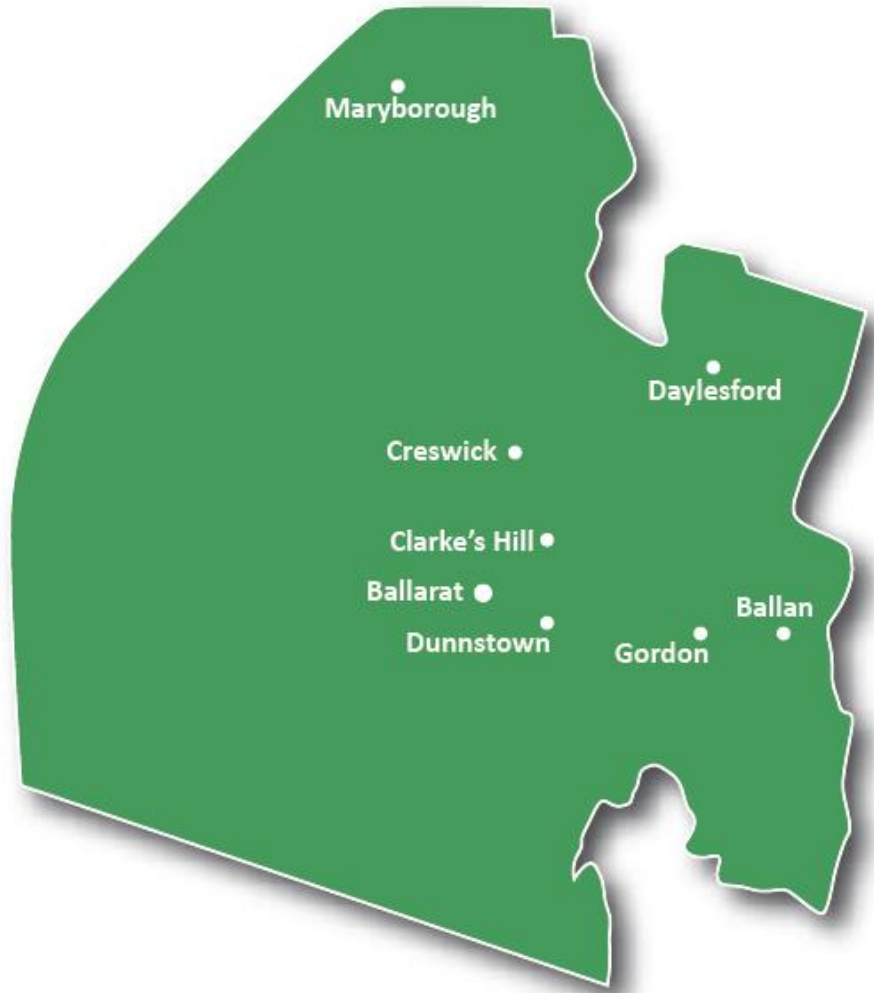
The Diocese is divided into the Northern, Southern and Central zones and has over 18,000 students enrolled in 52 Primary Schools (F-6), one Foundation to Year 8 School and 11 Secondary Schools (7-12).



BALLARAT LOCATION

Damascus College is located on a beautiful 20 hectare site in Mt Clear, 7 km south of Ballarat Central and 115 km from Melbourne's CBD. With a population of 100,000 people, a rich history and architecturally significant streetscape, Ballarat offers a work/life balance that is attractive to families and people at all

stages of life. V/Line services run regularly to Melbourne from both the Ballarat and Wendouree stations, and the cultural life of the community is vibrant and thriving. Lake Wendouree is at the heart of the city.



SCHOOL AT A GLANCE

Student Enrolments

1157 students

Staff

167 staff in total:

- 112 Teachers including Principal
- 17 Learning Support Officers
- 35 Education Support Staff (Administration)
- 3 Maintenance/Cleaning/Canteen/Gardening

Class Organisation

- Year 7 x 8 classes
- Year 8 x 8 classes
- Year 9 x 8 classes
- Year 10 x 8 classes
- Year 11 x 8 class
- Year 12 x 8 class

House System/Pastoral Care

All members of the College community – students and staff – are members of one of the four Houses. Each newly enrolled student is appointed to a House and remains a member of that House while a student at Damascus College. This House system is the basis for the Teacher Advisor (TA) grouping of students and for many of the activities which take place in the College.

There are also inter-House activities such as sporting competitions and Performing Arts activities. Thus, the House system is one of the ways in which the College pastoral care system is implemented.

The Houses are:

- McAuley
- St. Martin
- Rice
- Xavier

Students in all year levels take part in the TA Program which is a critical means of supporting students throughout their secondary education and is the primary point of contact for families. The College currently has 64 TA groups, 16 in each House.

Location

1412 Geelong Road, Mt Clear VIC 3350

Website

www.damascus.vic.edu.au



SCHOOL BACKGROUND

Damascus College, established in 1995, has a long and rich tradition of more than 140 years, with its origin in three foundation Colleges, dating back to 1881: Sacred Heart College (1881) and St Martin's in the Pines (1967), which were owned and administered by the Sisters of Mercy, and St Paul's Technical College (1948) which was a diocesan school conducted by the Christian Brothers at the invitation of the Bishop. Damascus College formed when these three schools amalgamated in 1995.

Today, Damascus College is governed by Diocese of Ballarat Catholic Education Limited (DOBCEL).

As Ballarat's only Catholic co-educational secondary college, Damascus College offers innovative and progressive learning and teaching that inspires and challenges students to be their best and to contribute confidently to the global community.

Offering a diverse curriculum that caters for various post-secondary pathways, providing young people with a solid foundation on which to build their lives, the school offers an education that focuses on the development of the whole person.

The College understands that each student has individual learning needs, with the aim to provide classroom activities that differentiate their abilities and learning styles. Students are encouraged to participate

in all activities available at the College, regardless of their skill level, as we firmly believe that a well-rounded education provides young people with the agency to be their best.

A co-educational setting reflects real-world communities and workplaces, setting students up to thrive and succeed after their Damascus education. Catholic co-education cultivates mutual respect, inclusiveness, understanding and support for one another, and it grows an understanding of the human dignity of every individual. At Damascus, learning programs are designed to assist the way students think, learn, and collaborate. Students can realise and appreciate their own individual style and values, as well as those around them.

Damascus College is fortunate to be able to offer students a contemporary learning environment only 7km from the Ballarat CBD, with access to innovative technology, flexible and modern classrooms, and ample open space and bushland. Students graduate from Damascus College with a strong sense of their own identity and worth, and an appreciation of Christianity in the Catholic tradition.



SCHOOL VISION AND STRATEGIC ASPIRATIONS

Damascus College is a dynamic Christ-centred learning community that values each member and is committed to inspiring and challenging students to reach their potential, and contribute confidently to the global community. The strategic aspiration of Damascus College is that by 2025, our aspirations to -

Be. My. Best. - Be. Your. Best. – Be. Our. Best

will be woven into the institutional fabric of Damascus College. It will enable every student, every staff member and every family member or community partner to become agents of their own futures. The College will have opened pathways of self-determination relevant for today, tomorrow and forever.

The 2021-2025 Strategic Plan is designed to enable each Damascus community member to reach their potential and to make every individual an agent of their own future. It is in this context that **Be. My. Best.** has emerged as our aspirations statement, a statement that grows out of the rich Mercy and Diocesan traditions of the College and that draws heavily on the story of ongoing conversion in the life of St Paul and the earliest Christian communities. It is a story of the hope and promise found in the Spirit. It is this story about being our best, which inspires our plan.

Be. My. Best. will be evident in the capacities, the authenticity, the discernment, and humanity of those within the College who learn, teach, and enable. It will shine always in the lives that are illuminated by living in the light of Christ.

The plan identifies five core pillars for Damascus College. The five pillars are linked, and each pillar is vital to activating and achieving the strategic plan.

The five school improvement pillars are:

- Faith & Catholic Identity
- Learning & Leading
- Wellbeing in Action
- Community Connection
- Future & Stewardship

Be. My. Best. is our aspiration today and our commitment through 2022-2024. It is our inspiration by 2025.

The Damascus College experience has a profound impact on all members of the community. These attributes describe the broader purpose of a Damascus College education. For students leaving the College, the following are the lived expressions of their education and for life beyond Damascus College. These attributes are:

- Gospel focus in the Mercy tradition
- Self-awareness and emotional wellbeing
- Critical thinking and problem solving
- Cultural awareness
- Global citizenship

SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

DOBCEL is committed to providing a safe environment for people of all ages, with special concern for children and young people.

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct;
- read, and conduct themselves in accordance with, the CECV Commitment to Child Safety;
- read and maintain their knowledge of DOBCEL Child Safeguarding policies, procedures and reporting obligations;
- understand individual professional and behavioural expectations associated with the safeguarding of children and young people;
- take all appropriate action to reasonably protect children and young people;
- complete as a minimum, all mandatory competencies/training and understand their professional obligations in relation to the safeguarding of children and young people.

HEALTH AND SAFETY

DOBCEL is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable. To achieve this all employees must:

- take reasonable care for their own health and safety;
- take reasonable care for the health and safety of others who may be affected by their acts or omissions;
- cooperate with anything DOBCEL does to comply with OHS requirements;
- comply with all DOBCEL Safe Working Procedures at all times;
- use appropriate Personal Protective Equipment (PPE) as required;
- periodically update their employer about any medical condition they have that:
 - is life threatening or may require Emergency Services to be called;
 - could impact on their ability to perform their duties;
- complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare;
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) to their employer;
- work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues;
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity.

APPLICATION PROCEDURE

Applications for Damascus College must include:

- A completed Application Form for either:
[Teaching Staff](#)
[Non- Teaching Staff](#)
- A professional Curriculum Vitae including full employment history and positions of leadership (no more than 3 pages);
- A response to the key selection criteria of no more than 5 pages.

Applicants must also ensure they meet the requirements for the role as outlined in the Position Description.

SELECTION AND APPOINTMENT

The Damascus College Principal, in consultation with the Executive Director of Catholic Education Ballarat, is the responsible party in the matter of selection and appointment of staff in schools.

All proceedings of the selection panel shall be strictly confidential and no information gained from applicants shall be divulged to any person or organisation outside the selection panel



Be. My. Best.
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