



# ST MARY'S COLLEGE

## Position Description

# House Coordinator/ English and Humanities Teacher (Years 7 to 10)

### Position details

Title	House Coordinator / English and Humanities Teacher
Area	Senior School
Department	Pastoral Care Team, English, Humanities and Social Sciences
Reports to	Principal, Deputy Principal Learning Area Coordinators of English / Humanities and Social Sciences
Employment conditions	Limited Tenure 1.0 FTE 22 July 2019 to 11 December 2020 <a href="#">Tasmanian Catholic Education Single Enterprise Agreement 2018</a>

### College environment

St Mary's College, Hobart is a Catholic school providing education for boys from Kindergarten to Year 2 and Girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: *In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church, develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society.* St Mary's College only employs enthusiastic people who can support its Catholic identity and seek to go *One Pace Beyond*. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

### Role

The College is seeking an outstanding Leader and Teacher of English and Humanities teacher to join its committed teaching staff. As a House Coordinator the successful applicant will be responsible for the daily pastoral and co-curricular life of the College with students, staff and parents. The ideal candidate will need to illustrate a proven track record of pastoral care, collaborative leadership and skilled communication and to show a passion for teaching with a proven ability to engage students to create a relationship of mutual trust.

### Key responsibilities and accountabilities

- To fully reflect the Catholic ethos of the College.
- To exercise responsibility in a manner consistent with the philosophy and charism of the College.
- To provide active and informed leadership within the College.
- To provide pastoral care to students which includes their spiritual, social, physical, emotional and academic well-being.
- To lead Home Room Teachers and Subject Teachers in areas of student pastoral care and discipline.
- To oversee the general running of Home Rooms.
- To foster a keen House and school spirit by providing a clear sense of direction and purpose in the House, while promoting Presentation Values.
- To communicate any issues of concern to the Deputy Principal, Principal and relevant staff member where applicable.
- To meet the needs of all learners through differentiation and, where necessary, specialised learning.

- To prepare, deliver and assess units of work, with the capacity to reflect on feedback gathered through ongoing evaluation.
- To work in partnership with staff, students and parents to promote learning.
- To maintain accurate and up-to-date data and records to inform reporting and decision-making around learning.
- To support the Strategic Plan of the College through actively working for the vision of the faculty.
- To work in a professional manner, assuming responsibility for timetabled and scheduled work, deadlines, and the following of College policies and procedures.
- To complete any other duties as assigned by the Learning Area or House Coordinator, or member of the College Leadership Team.

## Essential requirements

- Be registered with the Teachers Registration Board (Tasmania).
- Have full Teacher Registration or Provisional Registration and to be willing to begin working towards full registration on commencement.
- Have relevant qualifications to deliver the Australian English and HaSS Curriculum to students from Years 7 to 10.
- Gain and/or maintain Accreditation C as per the Tasmanian Catholic Education Commission Policy.

## Selection criteria

**The following specific selection criteria must be addressed by candidates in their application.**

Evidence of:

- Ability to support the ethos of a Catholic School.
- Relevant experience in a leadership role or the ability to undertake the responsibilities of a Coordinator.
- Evidence of well-developed and current knowledge of adolescent development and pastoral care of female adolescents.
- Strong inter-personal skills including the ability to effectively communicate, motivate and inspire students and develop good working relationships with parents, staff and the College Leadership Team.
- Professionalism, adaptability and a high degree of motivation.
- Commitment to the principles of equal opportunity in education for all students.
- Engagement with contemporary pedagogy including technology and associated professional learning.
- Evidence of capacity to teach English and Humanities subjects to students from Years 7 - 10.