

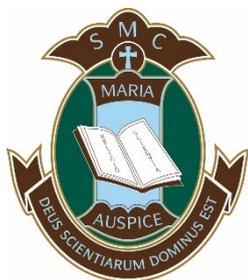


ST MARY'S
COLLEGE

Position application package



Catholic
Education
Tasmania



ST MARY'S
COLLEGE

Position details

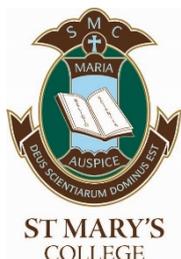
Secondary Teacher
(Humanities and Social Sciences)

Limited tenure (Parental leave)

31 January 2022 - 16 December 2022

0.5 FTE

Applications close: Sunday 28th November 2021



ST MARY'S COLLEGE

Position Description Secondary Teacher (Humanities and Social Sciences)

Position Details

Title	Secondary Teacher
Area	Senior School
Department	Humanities and Social Sciences
Reports to	Principal
Key Relationships	Director of Curriculum Director of Pedagogy Learning Area Coordinator -HaSS
Classification	Teacher
Employment conditions	Limited tenure (Parental leave) 0.5 FTE 31 January 2022 - 16 December 2022 Tasmanian Catholic Education Single Enterprise Agreement 2018

College Environment

St Mary's College, Hobart is a Catholic school providing education for boys from Prep 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.* 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 Humanities teacher to join its committed teaching staff. The successful candidate will be responsible for preparing and implementing a full educational teaching plan according to the College's requirements. The ideal candidate will need to show a passion for teaching with a proven ability to engage students to create a relationship of mutual trust. We require a person capable of teaching Years 7-10 Australian Curriculum Humanities and Social Science subjects.

Catholic Education Tasmania Requirements

- Support the mission of the Catholic Church.
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement.
- Support the Vision and Mission statement of St Mary's College.
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life.
- Uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Personal Accountabilities

- To honour, respect and model the Gospel values in all interactions with people in day to day life.
- To support the whole curriculum College.
- To continually develop positive relationships with all members of the community.
- To genuinely support each student within our care wherever possible, celebrating their diversity and catering for individual differences as required.
- To be active, collaborative, authentic, professional and relational members of the College community.
- To develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth.
- To support the Strategic Plan of the College through actively working for the vision of the department.
- To openly and honestly provide support to colleagues through the sharing of teaching, public support of other colleagues, and maintaining the dignity of all people within our school community.
- To openly and honestly enter into dialogue with the Principal and Leadership team with relevant issues where necessary and appropriate.
- To recognise and support parents as the first and foremost educators of their children.
- To actively engage and encourage parents to be involved in their child's education through a variety of opportunities.
- To create an atmosphere in which parents feel comfortable to approach the teacher on matters relating to their child.
- To maintain positive, open and proactive communication with parents, students, staff and the wider community.
- To display passion, commitment, professionalism, integrity, knowledge, and expertise.
- To demonstrate knowledge of best practice and innovative pedagogy.
- To demonstrate forward thinking and openness to change.
- To work in a professional manner assuming responsibility for timetabled and scheduled work, deadlines, and following College policies and procedures.
- To support the House pastoral care system.

Technical Accountabilities

- To promote and develop growth in faith and Catholic ideals through example and instruction.
- To be responsible for the pastoral care of students.
- To create and maintain an attractive, safe and engaging environment to enable positive learning to take place.
- To use data to inform all aspects of teaching.
- To be involved in ongoing personal and professional learning as a member of our Professional Learning Community.
- To be professional in presentation, manner, organisation and communication.
- To be flexible in planning and classroom management.
- To support extra-curricular activities of the school; parishes and community.
- To work collaboratively with the Learning Area Coordinator(s) and other members of the department(s) to ensure the delivery of a high-quality curriculum and best practice' pedagogy.
- To prepare, deliver and assess units of work and provide feedback to students through ongoing evaluation.
- To adjust programs of work and assessment tasks as required to cater for students with Individual Learning Plans and those on the NCCD.
- To maintain and upload evidence of adjustments for students as required.
- To maintain accurate and up to date records to inform reporting and decision making around learning including attendance and pastoral care notes.
- To complete any tasks as required by the College Leadership Team.

Scheduling Accountabilities

- To attend meetings and professional learning sessions and participate in workplace decision making.
- To meet with colleagues to plan, moderate, evaluate and discuss teaching and learning of students.
- To participate in Parent/Student Learning conferences.
- To deliver ongoing feedback and prepare written student reports at various intervals each year
- To meet with parents as requested
- To actively participate in a Professional Learning Community Team.
- To participate in the professional practice of teacher observation.
- To set goals, reflect on professional practice, engage in professional learning in a cyclic, structured manner.

Role Relationships

Internal	External
Principal	Tasmanian Catholic Education Office
Learning Area Coordinator(s)	Archdiocesan staff
House Coordinator	Parents
College Leadership Team	Visitors/members of the public
College Staff	
Students	

Selection Criteria

ESSENTIAL CRITERIA

Qualifications

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position.
- Successful attainment of Accreditation B - Accreditation to teach in a Catholic School or the willingness to work towards the successful attainment thereof.
- At commencement of position hold current *Working with Vulnerable People* registration.

Knowledge, skills and abilities

Evidence of:

- Ability to support the Catholic nature of the school and to translate this into practice.
- A passion for your subjects and for girls education.
- Engagement with contemporary pedagogy including technology and associated professional learning.
- A core belief around the dignity and efficacy of all persons and their entitlement to quality education.
- Evidence of capacity to teach Secondary Humanities courses.
- Strong inter-personal skills including the ability to engage and collaborate with students, staff and parents.
- High levels of professionalism, management and communication skills, and a commitment to best practice.

Additional Position Information

Tenure Details: Limited tenure (Parental leave)
31 January 2022 - 16 December 2022
0.5 FTE

Employment Conditions: [Tasmanian Catholic Education Single Enterprise Agreement 2018](#)

Remuneration: Applicable Teacher level plus 10% superannuation
Please note: Parental Leave Employment is a period of employment for the purposes of replacing a current employee on Parental Leave. It is subject to variation or change in the event that the employee taking Parental Leave exercises their right to return to work earlier than stipulated. In that instance you will be given a minimum of four (4) weeks notice of termination of the Parental Leave position

Final Checklist for Applications

Prior to submitting your application please use this checklist to ensure all details have been completed. In particular please check you have:

- Read the Position Description which contains the Essential Requirements and Selection Criteria.
- Included a cover letter (which includes the reasons why you are seeking a position within Catholic Education Tasmania).
- Addressed the Selection Criteria.
- Included a Curriculum Vitae (Resume), which should include a brief employment history (where you have worked, positions held and duties performed).
- The names and contact details of two recent referees.

(Supporting documentation including transcripts/qualifications may be required if requested to attend an interview).

Your application is to be submitted via the St. Mary's College website by clicking on the "online application form" link.

<https://www.smc.tas.edu.au/employment/>

Closing date for Applications: Sunday 28th November 2021

Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, Human Resources Officer on (03) 6108 2560 or hr@smc.tas.edu.au .

GENERAL INFORMATION

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administered by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>