

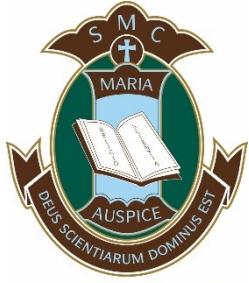


ST MARY'S
COLLEGE

Position application package



Catholic
Education
Tasmania



ST MARY'S
COLLEGE

Position details

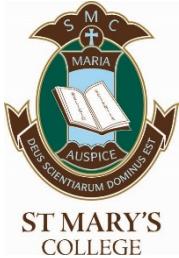
Classroom Teacher (Primary)

Limited tenure (Leave cover)

17 October 2022 - 16 December 2022

0.8 FTE

Applications close: Monday 23 May 2022 at 2.00pm



ST MARY'S COLLEGE

Position Description Class Teacher (Primary)

Position Details

Title	Classroom Teacher (Primary)
Area	Junior School
Reports to	Principal
Key Relationships	Director of Junior School
Employment conditions	Limited tenure (Leave cover) 0.8 FTE 17 October 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 Year 1 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 College situated in the city and its beautiful sandstone facade belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

Role Purpose

The primary role of the class teacher is to provide for the spiritual, academic and well being needs of all students and to adhere to Catholic principles, by personal example, integrity and behaviour.

Catholic Education Tasmania Requirements

- You must 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.
- You must be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.
- 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 the individual school.

Personal Accountabilities

- To honour, respect and model the Gospel values in all interactions with people in day to day life.
- 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 a Catholic College Community.
- To openly and honestly provide professional feedback and 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.
- Actively engage and encourage parents to be involved in their child's education through a variety of opportunities.

- To develop and support a school culture that empowers young people to think critically, discern wisely and value the search for truth.
- To create an atmosphere in which parents feel comfortable to approach teacher on matters relating to their child.
- To maintain positive, open and proactive communication with parents, students, staff and wider community.
- To be an active lifelong learner.

Technical Accountabilities

- To promote and develop growth in faith and Catholic ideals through example and instruction.
- To create and maintain an attractive, safe and engaging environment to enable positive learning to take place.
- To strive for best practice pedagogy.
- To be involved in ongoing personal and professional learning.
- To present professionalism that demonstrates clear programs and organisation.
- To be flexible in planning and classroom management.
- To support extra-curricular activities of the school; parish and community.
- To actively engage in collaboration.

Scheduling Accountabilities

- Report to the Principal and/or other senior staff regularly.
- To attend Professional Learning Community Team and Stage Meetings.
- Attend staff meetings and professional learning sessions
- Meet with colleagues and senior staff to plan, moderate and discuss teaching and learning of students
- Conduct Parent / Teacher Conferences.
- Prepare written student reports at various intervals each year.
- To meet with parents as requested.

Role Relationships

Internal	External
Principal	Tasmanian Catholic Education Office
School Staff	Parents and carers
Students	Visitors/members of the public
Clergy	Archdiocesan staff

Selection Criteria

ESSENTIAL CRITERIA

Qualifications

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position.
- Valid Working with Vulnerable People registration
- Successful attainment of Accreditation C - Accreditation to teach Religious Education in a Catholic School; or the willingness to work towards the successful attainment thereof.

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

- Understanding of Australian Curriculum relevant to Tasmanian Catholic education.
- Commitment to current teaching pedagogy and best practice.
- Ability to create and maintain a challenging, supportive and safe learning environment.
- Ability to assess, provide feedback and report on student learning to improve student outcomes.
- Demonstrated ability to engage professionally with colleagues, parents/carers and the community.
- Demonstrated commitment to ongoing professional learning.

DESIRABLE CRITERIA

Qualifications

- Current First Aid Certificate.

Knowledge, skills and abilities

- Experience in different schools.
- Experience teaching different grade levels.

Additional Position Information

Tenure Details:	Limited tenure (Leave cover) 17 October 2022 - 16 December 2022 0.8 FTE
Days of Work:	Monday - Thursday
Employment Conditions:	<u>Tasmanian Catholic Education Single Enterprise Agreement 2018</u>
Remuneration:	Applicable Teacher level plus 10% superannuation

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: Monday 23 May 2022 at 2.00pm

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 Coordinator 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.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

- 35 Archdiocesan Schools
- 2 Ministerial Public Juridic Person (MPJP) Schools, St Francis Flexible Learning Centre and St Virgil's College, operated by Edmund Rice Education Australia.
- 1 Dominic College Incorporated School, Dominic College

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 coordinate 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 Constitution
- CECT Policies
- School Policies

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

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