



ST MARY'S
COLLEGE

Wellbeing Leader

Application Package



Applications Close: Thursday 28th September at 12.00pm

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.

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 Constitution
- CECT Policies
- School Policies

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

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



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Position Description

Title	Wellbeing Leader
Award	Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	Teacher
Area	Secondary Campus
Reports to	Principal
Key Relationships	Director of Senior School, Deputy Principal
Terms of Employment	<p>Position of Leadership, Points 2</p> <p>Limited tenure, 1 year appointment, 2024</p> <p>*This position is attached to an ongoing 1.0 FTE Teaching role</p>

College Environment

St Mary's College, Hobart is a Catholic school providing education for boys from in 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 Purpose

As a Wellbeing Leader the successful applicant will be responsible 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.

The Wellbeing Leader is a dynamic, enthusiastic and experienced educator; one who will work collaboratively as a member of our learning and teaching team to achieve our learning vision "growing our love of learning".

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 develop and support a school culture that empowers students to think critically, discern wisely and value the search for truth.
- 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 display passion, commitment, professionalism, integrity, knowledge, experience and expertise.
- Maintain morale and passion for the subject and the pursuit of individual academic excellence.

Technical 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 Wellbeing staff in areas of student pastoral care and discipline.
- To oversee the general running of Home Rooms or Year levels.
- To foster a keen House/Year level and school spirit by providing a clear sense of direction and purpose in the House, while promoting Presentation Values.
- Create and manage student plans.

Scheduling Accountabilities

- Report to the Director of Senior School and other senior staff as required.
- To communicate any issues of concern to the Deputy Principal and Principal.
- To provide active and informed leadership within the College.
- To exercise responsibility in a manner consistent with the philosophy and charism of the College.

Role Relationships

Internal	External
Principal	Tasmanian Catholic Education Office
Deputy Principal	Archdiocesan staff
Director of Senior School	Parents
College Staff	Visitors/members of the public
Students	
Parish Priests	

ESSENTIAL CRITERIA

- 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.

DESIRABLE

- Hold Full Teacher registration with Teachers Registration Board.
- Post Graduate qualification or working towards.
- Experience in previous Pastoral care role.
- Current First Aid certificate.

Selection Criteria

Knowledge, skills and abilities

- Ability to support the ethos of a Catholic School.
- Relevant experience in a leadership role or the ability to undertake the responsibilities of a Wellbeing Leader.
- 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.
- Demonstrated pastoral care for young people.

Appendix 1 - Standard Role Requirements for all Positions

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 the individual school.
- 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.

Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

Resources and organisation

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

Additional Position Information

Start date:	1 February 2024
Tenure:	Limited tenure, 1 year appointment, 2024 Position of Leadership, Points 2 *This position is attached to an ongoing 1.0 FTE Teaching role
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Days of Work:	Monday - Friday
Remuneration:	Position of Leadership, Points 2 allowance. Applicable Teacher level as per the Tasmanian Catholic Education Single Enterprise Agreement 2018

Final Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out any important details. Applications must include:

Final Checklist for Applications

- A Cover Letter addressed to Human Resources.
- A current Resume, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken. Ensure the names and contact details of two recent referees.
- Address the selection criteria with a written response to each dot point. Applicants that do not address the selection criteria cannot be considered for the position.

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: Thursday 28th September 2023 at 12.00pm

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