



ST MARY'S  
COLLEGE

# APPLICATION PACKAGE

Secondary Teacher – Mathematics and Science



Catholic  
Education  
Tasmania

Student Focused  
Christ Centred  
Learning for Life

## General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 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/>

# ST MARYS COLLEGE

## Position Description

Title	<b>Secondary Teacher – Mathematics &amp; Science</b>
Award	Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	Teacher
Area	Secondary Campus
Reports to	Principal
Key Relationships	Director of Curriculum, Director of Learning and Innovation
Terms of Employment	Ongoing position, 1.0 FTE Commencing as soon as possible

### Environment

St Mary's College, Hobart is a Catholic school providing education for 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.

### The Position

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

### Scope of the Position

The ideal candidate will possess a passion for teaching, with a proven ability to engage students and to create a relationship of mutual trust and respect. They will have the capacity to inspire students in our educational vision "Growing our love of learning".

### 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.

## 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 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 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.
- To respond to required change in a constructive manner.

## 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 Leaders	Archdiocesan staff
House Coordinator	Parents
College Leadership Team	Visitors/members of the public
College Staff	
Students	
Parish Priests	

## REQUIREMENTS

### Essential

- 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.

### Desirable

- Current Tasmanian vehicle driver licence.
- Current First Aid Certificate.
- Post Graduate qualification or working towards them.
- Experience in teaching senior secondary courses.
- Ability to teach Digital Technologies.

### Selection Criteria

- Capacity to support the Catholic ethos of the College.
- Demonstrated knowledge, skills and experience as a Secondary Teacher of Mathematics and Science.
- Demonstrated understanding of best practice in pedagogy.
- Demonstrated passion for girls' education.
- Ability to create and maintain a positive, active and safe learning environment.
- Ability to engage professionally with colleagues, parents/carers and the community.
- Demonstrated commitment to ongoing professional learning

## Appendix 1 - Standard Role Requirements for all Positions

### Catholic Education Tasmania Requirements

- Support the mission of the Catholic Church.
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### 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:	As soon as possible
Tenure:	Ongoing position 1.0 FTE
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	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

- Introductory cover letter stating why you wish to work at St Marys College and what you can bring to the role.
- 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.

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: Friday 26 April 2024 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](mailto:hr@smc.tas.edu.au)

**Interviews** - *The interview panel will meet with short-listed applicants (details to be advised). Not all applicants will be interviewed.*

**Confidentiality** - *Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.*