



ST MARY'S
COLLEGE

APPLICATION PACKAGE

Learning Leader of Lantern (Junior School)



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	Learning Leader – Lantern (Junior School)
Award	Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	Position of Leadership, Points 2 / Teacher
Area	Junior School
Reports to	Director of Diversity and Inclusion
Tenure	3 Years, 2025 - 2027

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 Lantern Program caters for students from Kinder to Year 12 with learning differences including students who are gifted and talented. The College is seeking an outstanding educator committed to best practice in meeting the needs of Kindergarten to Year 6 students and their learning. This position includes a teaching load as negotiated with the Director of the Junior School. The Junior and Senior Schools work together to ensure best and continued practice for students with additional needs.

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 Tasmanian Catholic Education Commission (TCEC) 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 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 Director of Diversity and Inclusion 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

- Shaping a College culture where all staff members take responsibility for meeting the needs of all learners.
- Working in partnership with the staff to identify students with additional needs.
- Liaising with the Tasmanian Catholic Education Office to ensure College responsibilities regarding students with additional needs are met; e.g., the National Collection of Data NCCD, Access plans, Funding applications, etc.
- Managing Learning Support Officers and assigned teachers to maximise support for teachers in accommodating students with additional needs.
- Maintaining accurate and up-to-date data and records to inform decision making around learning programs.
- Leading the Individual Education Plan process including reporting.
- Leading the processes required to ensure teachers are managing the NCCD.
- Modelling and promoting ongoing learning for teachers in response to student population.
- Leading and managing screening and testing processes.
- Liaising with specialist service providers, i.e. Occupational and speech therapists.
- Completing any other duties as assigned by the Director of Diversity and Inclusion, or any member of the College Leadership team.

Scheduling Accountabilities

- To attend meetings and professional learning sessions and participate in workplace decision making.
- Fostering neuro affirming practice withing the SMC community working collaboratively with Lantern Leaders Senior School.
- 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 set goals, reflect on professional practice, engage in professional learning in a cyclic, structured manner.

Role Relationships

Internal	External
Principal	Tasmanian Catholic Education Office
College Leadership Team	Archdiocesan staff
College Staff	Parents
Students	Visitors/members of the public
Clergy	

ESSENTIAL CRITERIA

Qualifications

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position. If provisional registration is held, the successful applicant must be willing to work towards full registration within 5 years.
- Successful attainment of Accreditation C - Accreditation to teach in a Catholic School; or the willingness to work towards the successful attainment thereof.

The following criteria must be explicitly addressed in your application:

Knowledge, skills and abilities

- Ability to support the Catholic ethos of the College and translate this into practice.
- A passion for and best practice in supporting students with additional needs.
- Strong and productive relationships with students, staff, parents and the educational community.
- Skills in using data and research to continually improve teaching practice.
- Capacity to lead colleagues to improve educational outcomes in line with the direction of the College.
- A high level of professionalism including the skills of communication, confidentiality, organisation, and adaptability.
- Training, knowledge and experience in using a variety of screening and testing tools.

DESIRABLE CRITERIA

Qualifications

- Current Motor Vehicle Licence
- Current First Aid Certificate
- Post Graduate qualification or working towards

Knowledge skill and abilities

- Experience in NCCD processes

Additional Position Information

Start date:	31 January 2025
Tenure:	Ongoing teaching position 1.0 FTE Position of Leadership – 3 year contract 2025 - 2027
Location:	St Marys College, 164 Harrington St Hobart 7000
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018 Relevant Teacher level and leadership Points 2 allowance

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.
- Address the selection criteria (no more than 2 pages)

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 December 2024 at 9.00am

Please note:

Applications will not be accepted after the closing date.

If you have any further queries regarding your application please contact Natalie Prokopiec, People Services Coordinator on (03) 6108 2560 or peopleservices@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.*