ST MARY'S
COLLEGE

APPLICATION PACKAGE

Design Technologies Teacher

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 2024
- 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	Teacher
Award	Tasmanian Catholic Education Single Enterprise Agreement 2024
Classification	Teacher

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".

Organisational 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.
- 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 and uphold the implementation of the Archbishop's Charter for Catholic Schools.
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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 your 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 School 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 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.

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 Leader(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

- Report to the Principal and/or other senior staff regularly.
- 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 Interviews.
- Prepare learning plans.
- Prepare written student reports at various intervals each year.
- To meet with parents as requested

Role Relationships

Internal	**External**
Principal	Tasmanian Catholic Education Office
College staff	Archdiocesan staff
Students	Parents
Parish Priests	Visitors/members of the public

REQUIREMENTS

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

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

Desirable Criteria

Qualifications

- Current Tasmanian vehicle driver licence.
- Current First Aid Certificate.
- Post graduate qualification

Knowledge skills and abilities

- Experience in teaching different grade levels.

Additional Position Information

Start date:	29 January 2027
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 2024

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 addressing the selection criteria and stating why you are seeking this role at St Marys College.
- 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: Monday 12 October 2026 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.*