



ST MARY'S
COLLEGE

APPLICATION PACKAGE

CHINESE TEACHER (PRIMARY)



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/>

Position Description

Title	Classroom Teacher (Primary)
Award	Tasmanian Catholic Education Single Enterprise Agreement 2018
Classification	Teacher
Area	Junior School Campus
Reports to	Principal
Key Relationships	Director of Junior School
Terms of Employment	Limited tenure (Parental leave replacement), 0.6 FTE 22 July 2024 – end term 2 2025

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 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 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.

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 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

- 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 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	

REQUIREMENTS

Essential

- 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.

Desirable

- Current First Aid Certificate.
- Experience in different schools.
- Experience teaching Chinese

Selection Criteria

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

- Willingness to support the ethos of a Catholic school.
- Evidence of well-developed and current knowledge of curriculum content and teaching methodologies appropriate to the Primary Years and an ability to integrate appropriate technologies into their pedagogy.
- Strong inter-personal skills including the ability to effectively communicate, motivate and inspire students and develop good working relationships with parents, College Leadership Team & staff.
- Professionalism, adaptability and a high degree of motivation.
- Commitment to the principles of equal opportunity in education for all students

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 demeanor 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:	22 July 2024
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Tenure:	Limited tenure (Parental leave replacement) 0.6 FTE 22 July 2024 – end Term 2 2025 Please note: Parental Leave Employment is a period of employment for the purposes of replacing a current employee on Parental Leave. It is subject to variation or change in the event that the employee taking Parental Leave exercises their right to return to work earlier than stipulated. In that instance you will be given a minimum of four (4) weeks' notice of termination of the Parental Leave position.
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

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: Monday 10 June 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

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.