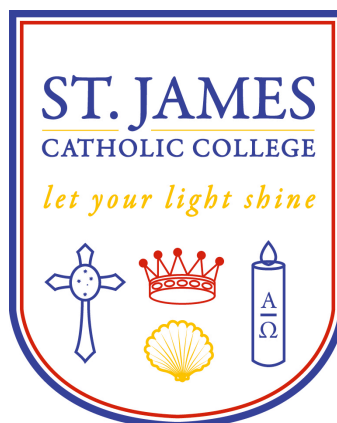


2018

DRAMA/ENGLISH SECONDARY TEACHER
VACANCY
LIMITED TENURE

APPLICATION PACKAGE

ST JAMES CATHOLIC COLLEGE
CYGNET



CLOSING DATE: FRIDAY 15 DECEMBER 2017

GENERAL INFORMATION

The Tasmanian Catholic Education Office (TCEO) serves and supports Catholic schools in the Archdiocese of Hobart.

The Archdiocese of Hobart covers the State of Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administered by the TCEO;

- ❑ 24 Systemic Primary Schools
- ❑ 3 Systemic K-10 Colleges
- ❑ 8 Archdiocesan Colleges
- ❑ 2 Congregational Colleges
- ❑ 1 St Francis Flexible Learning Centre

The Archbishop delegates responsibility to other key bodies including the Tasmanian Catholic Education Commission (TCEC), Systemic School Governing Councils and College Governing Councils, School Boards and other groups which support Catholic schools.

The Tasmanian Catholic Education Office, 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 Director of Catholic Education, 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.

For further information click the following link to access the Catholic Education Tasmania website:

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

Some key documents include:

- The Archbishop's Charter
- The Tasmania Catholic Education Single Enterprise Agreement 2015
- Relevant Policies

Located in the picturesque township of Cygnet, St James Catholic College caters for the needs of approximately 300 students. The College is proud of its long standing and well-respected relationship with the community.

St James Catholic College upholds the values of the Gospel lived out in the Josephite and Edmund Rice traditions.

Small class sizes enable staff to teach with a strong focus on the individual needs of each and every student. Students are supported and encouraged to reach their full potential guided by our school motto "Let your light shine". For further information please visit our website: www.sjcc.tas.edu.au

Role Description

Role title/Position: Teacher

Position reports to: Principal

Role purpose

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.

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

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 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
- 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 the teacher on matters relating to their child
- To maintain positive, open and proactive communication with parents, students, staff and wider community

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 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

- 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 written student reports at various intervals each year
- To meet with parents as requested

Role relationships

Internal

- Principal
- School staff
- Students
- Parish Priests

External

- Tasmanian Catholic Education Office
- Parents
- Visitors/members of the public
- Archdiocesan staff

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 C - Accreditation to teach Religious Education in a Catholic School; or the willingness to work towards the successful attainment thereof.

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 School community
- Demonstrated commitment to ongoing professional learning

DESIRABLE CRITERIA

Qualifications

- Ability to teach additional subject including Religious Education and HASS is desirable
- Current Motor Vehicle Licence
- Current First Aid Certificate

Knowledge, skills and abilities

- Experience in different schools
- Experience teaching different grade levels

ADDITIONAL POSITION INFORMATION

Start Date: 05 FEBRUARY 2018 – 21 DECEMBER 2018

ST JAMES CATHOLIC COLLEGE

WWW.SJCC.TAS.EDU.AU

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|----------|----------------|-----------------|--------------------------------------|
| Position | Limited Tenure | Teacher 1.0 FTE | 05 February 2018 to 21 December 2018 |
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FINAL CHECK LIST FOR APPLICATIONS

Before sending in your application, use this checklist to ensure you have completed all important details. In particular, check that you have:

- Read the Role Description, which contains the Selection Criteria
- Fully completed, signed and dated your Application for Employment form and numbered the position(s) (not schools) you wish to apply for in order of preference
- Included a brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania
- Addressed the Essential Selection Criteria - this must be done to be considered for the vacant position/s Applicants that do not address the Essential Selection Criteria cannot be considered for the position/s
- Included 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

(Additional information, i.e. transcripts, certificates etc. may be required by the selection panel if called to interview)

NOTE: Applications must be submitted in PDF format only

Applications should be forwarded electronically before the closing date:

FRIDAY 15 DECEMBER 2017

to

allan.clark@catholic.tas.edu.au

Upon receipt of an application, confirmation will be emailed back to you within 1 working day

If you have any further queries regarding your application please do not hesitate to contact Allan Clark on (03) 62 951 541 or email allan.clark@catholic.tas.edu.au