

# Teacher Application Package



Start your teaching journey  
with Catholic education

Applications Close Sunday 20 October 2024 at 5:00pm

## Role Description

Role title: Teacher  
Is responsible to: Principal

## Role Purpose

The primary role of the class 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.

## 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.

## 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 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 Learning Plans.
- 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

## Evidentiary Requirements

### Essential

#### 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.
- Valid Registration to Work with Vulnerable People.

#### Knowledge, skills and abilities

- Ability to teach Religious Education within the School.
- 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

#### Qualifications

- Post graduate qualification in Early Childhood Education or working towards (applicable to Early Years positions).
- Current Motor Vehicle Licence.
- Current First Aid Certificate.

#### Knowledge, skills and abilities

- Experience working in different schools.
- Experience teaching different grade levels.

## Experience the benefits of living and working on Tasmania's West Coast or Far North West Coast

Tasmania's West Coast and Far North West Coast is where changing environments create opportunities for students to learn more about how they fit into their interconnected world.

This is your chance to be part of their journey. We have opportunities for qualified teachers to experience living and working in Tasmania's stunning West Coast or Far North West Coast regions.

### St Joseph's Catholic School's Queenstown and Rosebery

Serving the communities of Queenstown and Rosebery, St Joseph's Catholic Schools are two of 38 Catholic schools located across Tasmania. These warm and friendly school communities honour their heritage whilst nurturing the caretakers of the future. St Joseph's Catholic Schools educate close to 80 students (Queenstown) and 50 (Rosebery). Here students from Kinder to Grade 6 are invited to reach their full potential.

### St Peter Chanel Catholic School Smithton

As the gateway to the spectacular Tarkine Wilderness, St Peter Chanel Catholic School provides classes from Kindergarten to Grade 6, supporting 142 students across the community. St Peter Chanel offers a diverse, rigorous and dynamic curriculum that caters for all. The Team at St Peter Chanel consistently strive to ensure current best practice is delivered through engaging in local school and system-based professional learning.

### Find your place

St Joseph's Catholic School's and St Peter Chanel Catholic School are ideal schools for those looking for a change and early career teachers alike.

Through providing additional professional development opportunities—as well as access to our Journey package—teachers are supported both professionally and personally when they move to the West Coast or Far North West Coast to work in Catholic schools.

For those looking for a new adventure or seeking to reconnect with nature, the communities of Queenstown, Rosebery and Smithton provide the perfect base from which to explore the wonders of these regions.

Want to learn more about the benefits of living in this unique and spectacular part of Australia?

Visit the [Discover Tasmania](#) and [West Coast Tas](#) websites to learn about our lifestyle, opportunities, communities, and more.

## Be supported on your journey to the West Coast and Far North West Coast

Our Journey package is available to support the successful applicant with their relocation to the West Coast or Far North West Coast.\*

Successful applicants will also receive ongoing assistance with living and travel expenses as well as benefiting from additional leave days, allowing plenty of time for trips to the 'big smoke' or to accompany family and friends as they join you to explore Tasmania's amazing West Coast and Far North West!

Available financial support includes:

- Removal cost support of \$1,500 each way.
- Lodging in CET properties at a rate of \$10 per week. Successful applicants to pay a \$1,000 bond.
- Subsidised rent up to \$300 per week for private properties. Successful applicants pay a minimum of \$10 per week in rent.
- A remote schools allowance of \$10,000 per year for three years (pro rata for part time employees). Financial support for electricity costs in CET properties.
- A one-off payment of \$10,000 on completion of a three-year contract.

Additional benefits include:

- One additional leave day per term for the first two years (based on a four-term year).
- Two additional leave days per year in the third year.
- Four professional development leave days per year for three years.
- A guaranteed position at a Catholic Education Tasmania school on the completion of a three-year contract.



St Cuthbert's Catholic School

\*The Journey relocation package is current as at June 2024 and is available to incoming successful applicants for teaching positions at St Joseph's Catholic School Rosebery, St Joseph's Catholic School Queenstown, and St Peter Chanel Catholic School Smithton.

## Teacher Opportunities

Catholic Education Tasmania are currently seeking Graduate Teachers to support our system of schools across Tasmania. If you are a passionate and dedicated educator, then we would be keen to receive your application.

To apply for these positions, you should be a qualified and registered Teacher in Tasmania or be able to gain registration prior to the commencement of the position; be willing to work towards the successful attainment of Accreditation C: Accreditation to teach Religious Education in a Catholic School; and have a valid Registration to Work with Vulnerable People.

## Positions

Catholic Education Tasmania is recruiting for teaching positions within schools that have a primary component (K-6). Schools with a secondary or senior secondary component will advertise separately.

As you complete your application in our online recruitment platform you will be asked to nominate your preference of school along with your tenure and teaching category from the following:

### Southern Schools

Corpus Christi Catholic School  
Holy Rosary Catholic School  
Immaculate Heart of Mary Catholic School  
John Paul II Catholic School\*\*  
Mount Carmel College  
Sacred Heart Catholic School Geeveston\*  
Sacred Heart College  
St Aloysius Catholic College  
St Brigid's Catholic School New Norfolk  
St Cuthbert's Catholic School  
St James Catholic College\*  
St John's Catholic School  
St Mary's College  
St Paul's Catholic School\*\*  
St Therese's Catholic School

### Northern Schools

Larmenier Catholic School  
Our Lady of Mery Catholic School  
Sacred Heart Catholic School Launceston  
St Anthony's Catholic School  
St Finn Barr's Catholic School  
St Thomas More's Catholic School  
Star of the Sea Catholic College\*

### North Western Schools

Our Lady of Lourdes Catholic School  
Sacred Heart Catholic School Ulverstone  
St Brigid's Catholic School Wynyard  
St Patrick's Catholic School  
Stella Maris Catholic School

### West Coast/Far North West Coast Schools

St Joseph's Catholic School Rosebery  
St Joseph's Catholic School Queenstown  
St Peter Chanel Catholic School Smithton

\*Star of the Sea Catholic College, St James Catholic College and Sacred Heart Catholic School Geeveston offer a Fuel Allowance of \$5,000 per annum pro rata for part time for those employees required to travel in excess of 80 kilometres.

\*\*John Paul II Catholic School and St Paul's Catholic School are eligible for an additional annual allowance of \$5,000 per annum, pro rata for part time.

### Tenure

Ongoing (Full time - 1.0FTE)  
Ongoing (Part-time (0.2-0.8FTE))  
Limited Tenure: Leave/ Parental Leave (1.0FTE)  
Limited Tenure: Leave / Parental Leave (0.2-0.8FTE)  
All Options

### Teaching Category

Kindergarten / Early Years (K-2)  
Classroom (3-4)  
Classroom (5-6)  
Specialist Primary  
Specialist (Maths / Science)  
All Options

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.

## Our Southern Schools

### Corpus Christi Catholic School, Bellerive

Corpus Christi Catholic School is a vibrant community of learners who have a strong sense of social justice. Corpus Christi is a Kindergarten to Grade Six co-educational Catholic Primary School situated at Bellerive on the Eastern Shore of Hobart with approximately 470 students.

### Holy Rosary Catholic School, Claremont

Serving the community of Claremont, Holy Rosary Catholic School seeks to create an environment that enhances learning, nurtures young people and empowers them to live the Catholic faith in the spirit of Jesus Christ. Holy Rosary Catholic School caters for approximately 450 students across Kindergarten to Grade Six.

### Immaculate Heart of Mary Catholic School, Lenah Valley

Immaculate Heart of Mary Catholic School is situated in the convenient location of Lenah Valley. Immaculate Heart of Mary offer classes to 240 students from Kindergarten to Grade 6 in a caring, friendly, family environment. At Immaculate Heart of Mary Catholic School there is a belief that children should be happy and experience success so as to develop confidence and positive self-esteem.

### John Paul II Catholic School, Rokeby

John Paul II Catholic School provides an education to 200 students across Kindergarten to Grade 6. John Paul II is a place where students are supported to feel a sense of belonging and given the opportunity to shine. Every student is nurtured by our friendly, caring team and our high staff to student ratio allows us to ensure the best outcomes for our students.

### Mount Carmel College, Sandy Bay

Mount Carmel College has a proud heritage of providing Catholic education for girls in Kindergarten through to Year 10. Uniquely set in Sandy Bay, southern Tasmania against the backdrop of the sparkling waters of the River Derwent, 551 girls attend our College from Hobart and its many surrounding suburbs. Students are known for their outstanding success in science and engineering, sport, performing and visual arts, creative problem solving and community outreach work.

### Sacred Heart Catholic School, Geeveston

Sacred Heart Catholic School is a Catholic co-educational school offering Kindergarten to Grade 6 education. Sacred Heart aims to provide a learning environment which is stimulating, positive and purposeful, one that caters for the social, physical, emotional, academic and spiritual needs of the 174 students in our care.

### Sacred Heart College, New Town

Sacred Heart College provides a comprehensive and dynamic education for students from Kindergarten to Year 10. Our 980 students are spread across a five-stream secondary campus and a two-stream primary campus enjoying a variety of curricula and extra-curricula activities extending across the sporting, cultural, leadership and spiritual arenas.

### St Aloysius Catholic College, Kingston

St Aloysius Catholic College, an exciting co-educational Catholic college of faith and learning in the Kingborough Municipality, south of Hobart. In keeping with the College Mission and our Motto, Strive Believe Achieve, we aim to develop each child's potential: spiritually, intellectually, culturally, physically and emotionally. St Aloysius provides Kindergarten to Year 6 for 653 students and Grade 7 to Grade 12 for 541 Students.

### **St Brigid's Catholic School, New Norfolk**

St Brigid's Catholic School is a co-educational school catering for 230 students from Kindergarten to Grade 6 in the semi-rural community of New Norfolk. Situated on the banks of the Derwent River, the three-hectare site provides ample space for your child to engage in a range of learning activities both within and outside the classroom.

### **St Cuthbert's Catholic School, Lindisfarne**

Through a combination of 'teaching' and 'learning', the aim of St Cuthbert's Catholic School is for students to leave our supportive community as resilient well-educated individuals, with strong values and a lifelong curiosity to learn. Based in Lindisfarne, St Cuthbert's offers 260 students the opportunity for a quality education across Kindergarten to Grade 6.

### **St James Catholic College, Cygnet**

St James Catholic College, Cygnet, is a Catholic, co-educational school providing outstanding educational opportunities to its 235 students from Kindergarten to Year 10. St James helps its students to discover and develop their inner spirit and strength of character. St James is distinctively defined by its students who always prove to be a group of friendly, intelligent, enthusiastic and creative individuals.

### **St John's Catholic School, Richmond**

St John's Catholic School is a Kindergarten to Year Six campus; educating 350 students in the Catholic tradition established over 175 years. Nestled next to the bridge in the picturesque town of Richmond; our school fosters each child's spiritual, cognitive, emotional and physical growth in an atmosphere of learning, community and faith.

### **St Mary's College, Hobart**

At St Mary's College, 900 students are supported in the development of their mind, heart, spirit and body. Through providing opportunities to allow girls to develop a love for learning, we embrace innovation from Kindergarten to Year 12. We teach students to look for challenges and build resilience. As a college, St Mary's focuses on being leaders in curriculum, learning and teaching, while working closely with our students and their families.

### **St Paul's Catholic School, Bridgewater**

St Paul's Catholic School is located approximately 20km north of Hobart in the outer suburbs, and caters for families in the Brighton area and beyond. St Paul's caters for students from Kindergarten to Grade 6 and has a current student enrolment of around 200. St Paul's provides an educational foundation for each individual to reach his or her full development as a person, intellectually, spiritually, physically, morally and emotionally.

### **St Therese's Catholic School, Moonah**

St Therese's Catholic School is a Catholic, co-educational school (K-6) that has provided a quality and Christ-centred education for students in the Moonah area and surrounds for over 90 years. St Therese's aims to provide a learning environment which is stimulating, positive and purposeful whilst catering for the social, physical, emotional, academic and spiritual needs of the 235 students entrusted to our care.



## Our Northern Schools

### Larmenier Catholic School, St Leonard's

Larmenier Catholic School provides learning opportunities for their 220 students that are focused on justice, tolerance and love. Our Team are dedicated to developing the individual potential of children that they teach. At Larmenier we work in a cooperative, team orientated way. Planning, moderation and sharing professional practice are all a vital part of the collaboration our staff undertake.

### Our Lady of Mercy Catholic School, Deloraine

Our Lady of Mercy Catholic School community is committed to providing the best possible education for its 100 students. Our Lady of Mercy offers families from Deloraine and the Meander Valley a Catholic education from Kindergarten through to Grade 6 in the spirit of our founding order, the Sisters of Mercy. Our Lady of Mercy Catholic School aims to provide an education that develops the whole child. We see ourselves as partners with parents and guardians in the faith development of their children.

### Sacred Heart Catholic School, Launceston

Sacred Heart Catholic Primary School Launceston is a two-stream school with straight classes from Kindergarten to Grade 6, with just over 450 students. Sacred Heart is highly respected and recognised as a positive, pastoral and positive learning community. The Sacred Heart Team are enthusiastic, highly dedicated and committed to the spiritual, emotional, physical, intellectual and social needs of our students learning.

### St Anthony's Catholic School, Riverside

Situated in Riverside, St Anthony's Catholic School offers 190 students an education across Kindergarten to Grade 6. At St Anthony's we offer an Arts program including Drama, Music, Visual Arts and Media Arts; STEM education including a STEM Club after school. At St Anthony's we promote a welcoming, supportive Catholic community of faith that gives a real sense of belonging to all - a small school with a big heart.

### St Finn Barr's Catholic School, Invermay

St Finn Barr's School is a Catholic co-educational school offering a Catholic Education to 330 students from Kindergarten to Year 6. St Finn Barr's is a welcoming and inclusive school community where all students have the right to grow to their full potential in a school environment that promotes Safe, Respectful and Resilient behaviours. Our Team are enthusiastic, highly dedicated and committed to the learning needs of each of our students.

### St Thomas More's Catholic School, Newstead

Located in Newstead, St Thomas More's Catholic School offers 360 students an education across Kindergarten to Grade 6. St Thomas More's has excellent and modern facilities that support the learning and teaching of our qualified and enthusiastic Team. At St Thomas More's we provide comprehensive programs in all curriculum areas and offer many co-curricular opportunities for every child in addition to a strong pastoral and wellbeing program of support.

### Star of the Sea Catholic College

Star of the Sea prides itself on providing quality education in a safe and supportive environment. With small class sizes guaranteeing individual attention, the College has a strong history of giving its 193 students the skills they need to move onto Year 11 and 12 or work successfully. The College welcomes diversity and is supportive of students with learning needs, with a strong pastoral atmosphere.

## Our North Western Schools

### Our Lady of Lourdes Catholic School, Devonport

Our Lady of Lourdes Catholic School is a two-stream school with 460 students across classes from Kindergarten to Grade 6. Our Lady of Lourdes is a welcoming and inclusive school community where there is a belief all students have the right to grow to their full potential in a safe and engaging environment. Our Team are enthusiastic, highly dedicated and committed to the spiritual, emotional, physical, intellectual and social needs of our students through life long learning.

### Sacred Heart Catholic School, Ulverstone

Sacred Heart Catholic School provides a Catholic education for 250 students from Kindergarten to Grade 6. We are situated within the Mersey Leven Parish and are an integral part of the Ulverstone Catholic community. At Sacred Heart we believe that the partnership between family and Sacred Heart should be founded on a spirit of mutual respect, cooperation, communication and involvement.

### St Brigid's Catholic School, Wynyard

St Brigid's Catholic School is single-stream school located in the heart of the North West Coast of Tasmania. St Brigid's is characterised by its unwavering commitment to the pastoral care of 190 students. The St Brigid's learning and teaching programs provide a broad range of educational experiences which enable children to develop spiritually, intellectually, emotionally, physically and socially across Kindergarten to Grade 6.

### St Patrick's Catholic School, Latrobe

St Patrick's Catholic School Latrobe has been providing a Catholic education for students since 1887. St Patrick's offers co-educational classes from Kindergarten through to Grade 6 to approximately 200 students. St Patrick's seeks to inspire students and promote in them dignity, mercy, excellence, justice, hospitality, and compassion as part of our Mercy tradition.

### Stella Maris Catholic School, Burnie

Stella Maris Catholic Primary School is situated in Burnie on the North West Coast of Tasmania. Stella Maris is a double stream school providing an education to 430 students from Kindergarten to Grade 6. Students at Stella Maris enjoy the full range of curriculum choices with a strong emphasis on Literacy and Numeracy.

## The Archbishop's Charter for Catholic Schools

*"Catholic Schools are a vital expression of the mission of the Church in the Archdiocese of Hobart. They are the means by which not only students, but also families and the staff experience the richness and beauty of the Christian life".*

Julian Porteous DD, Archbishop of Hobart

The Archbishop's Charter for Catholic Schools provides the basis for the Archbishop to 'mandate' Catholic schools and colleges within the Archdiocese of Hobart. The mandate of the Archbishop represents his formal commissioning of a Tasmanian Catholic school or college to act as an evangelising agent of the Archdiocese.

The Charter, which draws inspiration from Sacred Scripture and key Church documents, focuses on four domains:

- Catholic Identity
- Learning
- Leadership
- Mission

### Catholic Identity

The person of Christ is at the heart of Catholic education. Christ's teachings and the Gospel message permeate Catholic school life. School communities give witness to their distinctive educational, spiritual, moral and social purpose within the evangelising mission of the Church.

### Learning

All our learning programs support students' growth in human and Christian virtues so that they grow as integrated human beings. Our curriculum seeks to promote and deepen each students' understanding of the Catholic faith and their commitment to Christian values.

### Leadership

Leadership is Christ-centered and is marked by a spirit of service. It is dedicated to the building up of the school community as a community of faith. Catholic leadership is about responding to Christ's command "go into the world and preach the Gospel to the whole creation" (Mark 16:15).

### Mission

The Catholic school exists as part of the evangelising mission of the Church. The Catholic school should be available to all families who desire a Catholic education for their children.



St Joseph's Catholic School Queenstown

## About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 38 schools and colleges serving over 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), the 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, 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 1961, 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 Tasmanian Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information access the [Catholic Education Tasmania website](#).



Stella Maris Catholic School

## Insight – Science of Learning and Reading

Catholic Education Tasmania has embarked on an innovative learning and teaching initiative - *Insight*. The *Insight* project will revolutionise our approach to teaching and how students learn.

*Insight*, based on the science of learning and reading, encompasses the way we teach in every classroom. This teaching approach empowers all educators to help their students grow in knowledge, wisdom and service.

Our *Insight* Project has one single objective: to improve the learning achievement of every student in our schools. The *Insight* project focuses on improving the three key foundations of teaching and learning:

1. A comprehensive, knowledge rich Curriculum: that supports student's growth in learning, knowing and remembering - every day.
2. Cognitive Science (the Science of Learning): Developing our understanding about how people learn; to overcome the limits of working memory in order to maximise student learning and to build long-term memory in all key subjects.
3. High impact Pedagogy: Regular and intensive coaching to assist our educators in actively applying the science of learning as we design highly efficient and effective teaching and learning methods in the classroom.

Catholic Education Tasmania is committed to supporting every student to grow in understanding and knowledge. We firmly believe the *Insight* project will serve the growth of our students as they understand the communal knowledge needed to function and flourish in society and in turn, build on their prior knowledge to respond in critical and creative ways to real world problems and daily life challenges.



St Patrick's Catholic School

## Applications

Applications can be made via the CET online recruitment platform accessible via the [CET website](#).

When submitting your application remember:

- To allocate enough time to complete your application.
- That your application is uploaded as one document in the following order:
  - Cover page
  - Resume
- Candidates will receive an email advising that the application has been successfully submitted. The email will come from [careers@catholic.tas.edu.au](mailto:careers@catholic.tas.edu.au) so please check your spam. If you do not receive this email, we would recommend checking your application submission.

## Interviews

Candidates may be interviewed for more than one position at more than one school and may have more than one interview.

Candidates who are successful in gaining an interview will receive a confirmation email. Remember to confirm via return email your attendance.

Candidates will be advised:

- Which school(s) they are being considered for: and
- If their application has been successful or unsuccessful (via email).

Interviews will be during a scheduled time period and due to the number of interviews and panel member availability, candidates will not be able to change the date or time of the interview.

Interstate candidates will be interviewed via Zoom. If you are offered an interview, please ensure that you are familiar with this communication platform.

## Employment Offers

Candidates who are offered a position, will be contacted by the Principal of the school at which you are being offered a position. If you decline this position, there is no guarantee that you will be offered an alternative position at another school.

Interviewed candidates, that are unsuccessful, will be placed in the talent pool.

- Talent Pool: Candidates that are unsuccessful in securing a position or decline an offer, will be placed into a talent pool and may be contacted within six (6) weeks to be offered an additional interview or position.

An Employment Contract will be issued with a specific acceptance and return date. If the employment contract is not returned by this date, the offer of employment will be withdrawn.

## Employment Commencement

All positions commence on Monday 3 February 2025. Limited tenure positions are for the 2025 school year unless specified otherwise.

## Induction

New Employees to Catholic Education Tasmania will be required to undertake a system Induction program as well as a school site specific Induction.

This Induction will include: Child Safe Training, Accreditation to Work in a Catholic School, Employee Obligations and Technology, and Work, Health and Safety.

## Final Checklist for Applicants

Before submitting your application, use this checklist to ensure you have prepared all important documents. In particular, check that you have:

- Read the Role Description
- Included in a single PDF document that contains:
  - A cover letter (no more than 1 page) stating the reasons why you are seeking a position with Catholic Education Tasmania.
  - A current copy of your resume, which should include an employment history stating where you have worked, the length of service and description of the position(s) held, and duties undertaken.

Transcripts, certificates etc. are not required to be submitted in your application but may be required if called to interview.

Please note that no changes can be made to your application after submission.

Applications are to be addressed to the Executive Director and can be submitted via the [Catholic Education Tasmania careers page](#).

Please Note: Applications will close on Sunday 20 October 2024 at 5:00pm and applications will not be accepted after the closing time.

If you have any further queries regarding your application, please do not hesitate to contact People Services on (03) 6210 8888 or via [careers@catholic.tas.edu.au](mailto:careers@catholic.tas.edu.au)



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