

EARLY YEARS TEACHER

APPLICATION PACKAGE



IMMACULATE HEART OF MARY CATHOLIC SCHOOL

LENAH VALLEY

APPLICATIONS CLOSE: 12PM WEDNESDAY 16 OCTOBER 2024

GENERAL INFORMATION

Catholic Education Tasmania (CET) is a community of thirty-eight 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), 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/>

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 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 beliefs and practices 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, 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 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 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 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

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
- Valid Working with Vulnerable People registration

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 CRITERIA

Qualifications

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

Knowledge, skills and abilities

- Experience in different schools
- Experience teaching different grade levels

Additional Position Information

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| Start Date: | 3 February 2025 |
| Tenure: | Ongoing Position - 1.0FTE 6-Month Probation Period |
| Location: | Immaculate Heart of Mary Catholic School, Lenah Valley |
| Hours of Work: | 1.0FTE – 5 days per week |
| Employment Conditions: | As per the Tasmanian Catholic Education Single Enterprise Agreement 2018 |

We demonstrate our commitment to reconciliation by encouraging Aboriginal and Torres Strait Islander peoples to apply.

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
- Included a brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania
- 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)

Applications are to be addressed to Mr Jackson Cracknell, Acting Principal - Immaculate Heart of Mary Catholic School and be submitted electronically via the CET Careers website <https://catholic.tas.edu.au> by clicking “**Apply now**”

Applications Close: 12pm Wednesday 16 October 2024

If you have any further queries regarding your application please do not hesitate to contact Casey Mullen
on 6228 3335 or email casey.mullen@catholic.tas.edu.au