

2022
TEACHER (.71 FTE ONGOING)
ENGLISH/HUMANITIES
SECONDARY



**Mount
Carmel
College**

APPLICATION PACKAGE

CLOSING DATE: FRIDAY 28 JANUARY 2022 AT 12 P.M.



GENERAL INFORMATION

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 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.

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

- ❑ 35 Archdiocesan Schools

- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

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, uphold and support 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 Policies
- School Policies

For further information click the following link to access the CET website:

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

Role Description

Role Title:	Teacher English/ Humanities (Secondary)
Line Manager:	Head of Department English; Head of Department Humanities
Reports to:	Director of Curriculum & Pedagogy and Principal

Role purpose

The primary role of the 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.

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
 - 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 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	External
• Principal	• Tasmanian Catholic Education Office
• Head of Department Health & Physical Education	• Archdiocesan staff
• Director of Curriculum and Pedagogy	• Parents
• School staff	• Visitors/members of the public
• Students	
• Parish Priests	

Selection Criteria

ESSENTIAL CRITERIA

Qualifications

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position
- Possess Valid Working with Vulnerable People Registration
- Successful attainment of Accreditation B to Teach in a Catholic school or the willingness to work towards the successful attainment thereof (Secondary Positions)

Knowledge, skills and abilities

- Demonstrated knowledge of how students learn
- Knowledge, skills and experience as a Teacher of English classes
- 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

- 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:	31 January 2022
Tenure:	0.71 FTE, Ongoing Position commencing 31 January, 2022 6-Month Probation Period
Hours of Work:	Monday - Friday: as timetabled
Classification:	Teacher
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

FINAL CHECK LIST FOR APPLICANTS

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
- 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)

Applications are to be address to Mrs Fiona Nolan, Principal and forwarded electronically before the closing date:
Monday 24 January to Principal@mountcarmel.tas.edu.au

Upon receipt of an application, confirmation will be emailed back to you within 2 working days

If you have any further queries regarding your application please do not hesitate to contact Erin Dooley



Mount Carmel College

www.mountcarmel.tas.edu.au/employment