

Director of Primary

Application Package



Applications Close: Friday 8 July at 11.00am

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.

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:	Director of Primary
Line Manager:	Principal
Key relationships:	Deputy Principal, Director of Curriculum and Pedagogy, teachers, school/TCEO staff, students, parents, volunteers

Role Purpose

The Director of Primary is a member of the College Leadership Team and will have the ability to inspire and coordinate curriculum development, teacher collaboration and professional learning. They are accountable for supporting the Principal to provide for the holistic (academic, spiritual and wellness) growth of all students and staff. The person will also provide input into the operational function in order to support students and staff .

The Director of Primary will be a person of vision with a key interest and background in leading and inspiring others to work in a team to develop enhanced learning opportunities for all students.

The Director has responsibility for the coordination and monitoring of the development of a primary curriculum that is challenging, interesting, dynamic, balanced, linked, relevant, provides for the needs of all students and is directed towards authentic achievement. Whilst this is a direct responsibility in Years 3 to 6, the position has oversight and manages the Early Years Coordinator to ensure a holistic approach to learning in K-6.

The Director models a collaborative style of leadership with staff, students, parents, and the wider community, reflecting the Gospel values of compassion, respect, integrity and justice.

Those in leadership positions at the College are required to give unqualified support to the Catholic ethos of the College, to witness this to staff, students and parents and to work towards its maintenance and development as outlined in the Mission of the College.

Catholic Education Tasmania Requirements

As an employee in Catholic Education Tasmania,

- support the mission of the Catholic Church
- support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- 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 and support the implementation of the Archbishop's Charter for Catholic School

Key Result Areas

Curriculum & Pedagogy

The Director of Primary will oversee the development of teaching and learning which reflects the best in current educational practice. The Director will promote and monitor the quality of teaching and learning in conjunction with the Early Years Coordinator, other Curriculum & Pedagogy Leaders and the Principal.

- Encouraging and facilitating best practice in teaching and learning, which is enhanced by innovation in an integrated and differentiated curriculum. This will involve leading and guiding teachers actively through a performance and development process, providing collegial support and mentoring innovative pedagogical practices. It will involve fostering a positive working environment that allows for the development of current educational trends and changing student needs. This would include a familiarity with the AITSL standards for teachers and school leaders.
- Monitoring the quality of teaching and learning by maintaining an awareness of the teaching and learning function within the College and through the regular and systematic review and analysis of teacher performance and development, analysis of assessments / grades and supporting teachers in advancing pedagogical skills.
- Leading and monitoring measures to achieve best practice in relation to teaching processes and pedagogy, models of assessment and reporting, and College policies and procedures as related to curriculum matters.
- Ensuring that data relating to students and curriculum is accurate and robust and used to facilitate quality planning.
- Overseeing internal assessment and moderation processes and facilitating participation of teachers in the Education Department and TCEO's moderation processes.
- Liaising with the Learning Support and Enrichment Coordinators to implement learning support and extension programs.

Organisational Requirements

- Being available to assist in the selection of prospective staff members at the Principal's request.
- To conduct interviews of prospective Primary students to the College as directed by the Principal.
- Attendance at Leadership and other meetings as required
- Attendance at the Wellbeing Committee meetings and liaising with staff (in particular, Heads of House and the Director of Transitions) in relation to any wellness developments and initiatives.
- Attendance at the Curriculum Committee meetings and liaising with staff (in particular, Heads of Department and the Director of Transitions) in relation to any associated curriculum / pedagogy developments and initiatives.
- Coordinating assessment and reporting timelines and requirements.
- Oversee the communication with parents in relation to a student's academic progress.
- Establish a framework for day to day efficiencies.
- Liaise with the coordinator for the supervision and organisation of Professional Experience Teachers.
- Make arrangements for special events in the timetable, eg. parent/teacher, staff meetings, in conjunction with the Deputy Principal and Admin.
- Oversee all activities planned at the Primary level in liaison with coordinating specialist teachers and lessons,
- Attending Tasmanian Catholic Schools Curriculum Network meetings as required.
- Monitoring suitable personal presentation of students, including dress and demeanor.

Wellbeing

- Supporting class teachers in the management of student behaviour and adherence to policies and codes of conduct, following up more serious issues and consulting with the Principal when necessary;
- Fostering a strong pastoral system that actively nurtures and supports each student;
- Monitoring attendance of students at the Primary Level, in consultation with the Well-being Team

Engaging & Working with the Community

- Communicating with staff, students and parents regarding developments in teaching practice and programs including regular articles in the College newsletter, website currency and at meetings and with individuals.

Developing Self & Others

- Promoting and organising Professional Learning opportunities for teachers in liaison with the College Leadership team and in relation to College needs and staff requirements;
- Authorising attendance of teaching staff to external professional learning opportunities.
- Building a strong model of student leadership, linked to the Year 10 Portfolio leaders and which actively engages students in leading, mentoring and the development of school pride.
- Overseeing mentors of new Primary staff, including graduate teachers, and the move from Provisional to full registration of teachers.
- Authority to delegate and/or assign key learning areas in order to develop self and the Primary school and to assist growth and delivery of strategic goals.

Leading Improvement, Innovation & Change

- Keeping abreast of relevant technological developments, including the monitoring of appropriate use of technologies by students.
- Ensures that the Primary school classrooms are maintained and promote the teaching and learning that occurs.

Personal Capabilities

- Foster the spiritual development of student and staff lead by a Christ-centered approach through the lens of the charism of the Sisters of Charity
- The ability to lead, motivate and empower staff and to inspire students
- Outstanding communication and organisational skills
- The knowledge, experience and capacity to lead Kindergarten to Year 6, particularly in girls' education
- A passion for primary education, inquiry-based pedagogies and the strongest standards of professional practice
- Knowledge of Australian curriculum and how to lead learning across the Primary School
- The ability to create and sustain relationships and partnerships with the Mount Carmel community
- The capacity to lead and nurture teams, ensuring that all members are valued, respected and empowered to make decisions and offer their professional opinions in an inclusive environment

Role Relationships

Internal

- Principal and Deputy Principal
- Director of Curriculum and Pedagogy
- Early Years Coordinator
- College Staff
- Students
- Parish Priest

External

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

Meeting attendance may include:

- Leadership Team Meetings
- Curriculum Team Meetings
- Wellbeing Team Meetings

Evidentiary Requirements

Qualifications and Registrations

Essential Criteria

- Qualified and registered teacher in Tasmania or ability to gain registration prior to the commencement of the position
- Successful attainment of Accreditation B to teach in a Catholic School; or the willingness to work towards the successful attainment thereof.
- Current Working with Vulnerable People Registration

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

- Post graduate qualification in Education
- Current Motor Vehicle Licence
- Current First Aid Certificate

Knowledge, skills and abilities

- Experience in different schools
- Experience teaching different grade levels

Appendix 1 - Standard Role Requirements for all Positions

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 demeanour 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:	January 2023 - date to be advised.
Tenure:	1.0 FTE, ongoing position (0.8 FTE Position of Leadership / 0.2 FTE Teaching) 6-Month Probation Period The Position of Leadership component is a 3 year contract from January 2023 - December 2025.
Classification:	Level 3; Position of Leadership
Hours of Work:	Monday - Friday; as per timetable
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. Please ensure that you submit:

- Read the Role Description, which contains the Key Result Areas (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 Key Result Areas with a maximum of two A4 typed pages. This must be done to be considered for the vacant position(s). Applicants that do not address the Key Result Areas 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 addressed to Mrs Fiona Nolan, Principal, Mount Carmel College and forwarded electronically by 11.00am on Friday 8 July 2022 to principal@mountcarmel.tas.edu.au

Upon receipt of an application, a confirmation email will be sent back to you within 2 working days.

If you have any further queries regarding your application, please do not hesitate to contact the Principal's Office on 6216 7900 or principal@mountcarmel.tas.edu.au