

Secondary Teacher Health & Physical Education

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:	Secondary Teacher - Health & Physical Education
Line Manager:	Principal, Deputy Principal, Head of Department - Health & Physical Education
Key relationships:	Teachers, school/TCEO staff, students, parents, volunteers

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.

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

Personal Capabilities

- Committed to supporting Catholic beliefs and practices
- 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 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 and Deputy Principal
- College Staff
- Students
- Parish Priest

External

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

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 Health & Physical 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:	8 August 2022
Tenure:	1.0 FTE, ongoing position 6-Month Probation Period
Hours of Work:	Monday - Friday; as per timetable
Classification:	Teacher
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 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 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