

# Secondary Teacher English / Humanities and Social Sciences

Limited Tenure

Parental Leave / Long Service Leave Replacement

1 February - 18 December 2024

Application Package



Applications Close: Thursday 14 December 2023 at 3.00pm

## 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/>

**Mount Carmel College** is an Early Learning Centre - Year 10 Catholic girls school located in Sandy Bay, Hobart, just a few minutes from the city centre.

The College has a rich history, beginning when Mount Carmel Primary School was founded in 1942 by the Sisters of Charity in View Street, Hobart. In 1947, it relocated to its current site, merging in 1957 with St Joseph's College (founded in 1847) to become Mount Carmel College as a Kindergarten to Year 12 school in the Catholic tradition. Today, in what has been reshaped as an Early Learning Centre - Year 10 College offering a vibrant learning community, we are committed to the development of the whole person: spiritual, academic, social-emotional and physical.

At Mount Carmel College we strive to ensure that our students are nurtured, challenged and cared for. Individuals are encouraged to develop their potential, live their faith and contribute to shaping a socially just society with courage, confidence and integrity. Our goal, working in partnership with parents, is to support our students' educational journey, inspiring them to flourish, to celebrate their many talents and to become advocates of peace and justice.

Generations of young people have had their lives, values and characters shaped through their experience of participating in the life of the College community. We work actively to continue the Charity ethos and traditions in the 21st Century through our commitment to first class learning programs, quality pastoral care, religious education and social justice programs which inspire our students to grow in independence. The students who attend this College inherit the rich tradition of the Church and the legacy of the Sisters of Charity. Our goal is that they learn to actively participate in shaping their world.

Situated in Sandy Bay, Hobart, Mount Carmel's beautiful setting and outstanding facilities provide an inspiring environment for all students. The College enrolls boys and girls in its Early Learning Centre, and enrolls girls from Kindergarten to Year 10. It supports girls to take intellectual risks and to focus on excellence in achievement. The size of our College, approximately 570 students, is a significant factor in its success. It is just the right size to enable a strong sense of belonging. We understand that girls will thrive in a learning environment where they are known, valued and affirmed.

What makes our College unique is our community of people, our dedication to excellence and our focus on student wellbeing. Our College's commitment to "nurture, challenge and care" is seen in action every single day. Working in close relationship with our families, we enable each student to develop the skills for life-long learning: creative and flexible thinking, resilience, empathy, generosity of spirit and an understanding of their spirituality. Our students are encouraged to identify and pursue academic excellence and to actively partake in sporting endeavours, cultural pursuits and social justice initiatives. Our commitment as educators is to walk with our students on their learning and faith journey, encouraging the students in our care to achieve their full potential. We are constantly challenged to consider new ways to improve our practice in the pursuit of excellence.

We are extremely proud of the College's comprehensive curriculum, excellent facilities and resources, learning support programs, dedicated teaching and support staff, co-curricular activities, pastoral care structures and social justice initiatives. As a community we are committed to ensuring that our students experience a faith-filled education where their talents and efforts are acknowledged, where they are supported to achieve excellence and where they are nurtured to flourish as individuals. The success of the College is due to the hard work and dedication of many people - staff, families, students, and community members - all of whom give life to our mission as a Catholic school in the Charity tradition. It has been characterised by a strengthening of spirituality and of the learning culture in the College.

## Role Description

Role title:	Secondary Teacher - English / Humanities and Social Sciences
Line Manager:	Principal, Deputy Principal, Head of Department-English, Head of Department-HASS
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 English and/or Humanities and Social Sciences
- 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

Employment Period:	1 February - 18 December 2024
Tenure:	0.8 Limited Tenure 0.8 FTE Parental Leave Replacement Position (Term 1 – Term 3) 0.5 FTE Parental Leave, 0.3 FTE Long Service Leave (Term 4)
Hours of Work:	Monday - Friday; as per timetable
Classification:	Teacher
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

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.

## 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 Essential Criteria (Selection Criteria)
- Fully completed, signed and dated your Application for Employment form
- Fully completed, signed and dated the Pre-Employment Check form
- Included a brief letter of introduction stating the reasons why you are seeking a position within Catholic Education in Tasmania
- Addressed the Essential Criteria (including Knowledge, Skills and Abilities) - this must be done to be considered for the vacant position. Applicants that do not address the Essential Criteria cannot be considered for the position. Two typed A4 pages is sufficient.
- 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 Megan Richardson, Principal, Mount Carmel College and forwarded electronically by 3.00pm on Thursday 14 December 2023 to [principal@mountcarmel.tas.edu.au](mailto: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](mailto:principal@mountcarmel.tas.edu.au)