

2017

## PRIMARY TEACHING POSITION - YEAR 6

(PATERNAL LEAVE MONDAY 13<sup>TH</sup> NOVEMBER TO THURSDAY 21<sup>ST</sup> DECEMBER 2017)

### ST PATRICK'S CATHOLIC SCHOOL, LATROBE



## APPLICATION PACKAGE

CLOSING DATE: FRIDAY, 22<sup>ND</sup> SEPTEMBER, 4:00PM

## GENERAL INFORMATION

The Tasmanian Catholic Education Office (TCEO) serves and supports Catholic schools in the Archdiocese of Hobart.

The Archdiocese of Hobart covers the State of Tasmania.

Within the Archdiocese are thirty-seven Catholic schools, with various governance structures. The schools include: twenty-four primary; eight combined primary and secondary colleges; four secondary colleges and one senior secondary college.

The TCEO administers its services via a central office in Hobart and two regional centres, being the Southern and Northern Regions.

The Southern Region is based in Hobart and the Northern Region has two offices that are strategically located in Launceston and Ulverstone.

The Archbishop has Canonical authority and responsibility for all Catholic educational institutions in the Archdiocese.

The Archbishop delegates some responsibilities to other key collaborative bodies including the Tasmanian Catholic Education Commission and Governing Councils.

School and College Boards and Parents and Friends Associations also provide advice and support to Catholic schools.

The Tasmanian Catholic Education Commission, established in 1977, advises the Archbishop on any matters pertinent to Catholic education within the Archdiocese and liaises and collaborates with similar and related bodies throughout the nation. The Commission has a wide-ranging mandate which embraces not only Catholic schooling but is also concerned with the Religious Education of Catholic children attending State schools and the religious education of adolescents and adults. The Commission is involved, therefore, in determining policy for Catholic education in its broadest sense throughout the Archdiocese. The Commission does this within the limits set by the Archbishop himself and within his competency as defined by canon law and any other specifications determined by secular law.

The Tasmanian Catholic Education Office, 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 Director of Catholic Education, 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.

# Role Description

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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 Office 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

## 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 on-going 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

- 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 Strand One - Accreditation to teach in a Catholic School; or the willingness to work towards the successful attainment thereof.

### **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**

- Current Motor Vehicle Licence
- Accreditation C – Accreditation to teach Religious Education in a Catholic school.
- Current First Aid Certificate

### **Knowledge, skills and abilities**

- Experience in different schools
- Experience teaching different grade levels

## ADDITIONAL POSITION INFORMATION

Start Date: **Monday 13<sup>th</sup> November 2017 until Thursday 21<sup>st</sup> December 2017.**

Tenure: Paternal Leave 1 FTE Primary Teaching Position – Year 6

## 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.
- 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 who 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.
- Included other relevant information you wish to submit as part of your application.

**Applications should be forwarded electronically before the closing date  
Friday 22<sup>nd</sup> September 2017 at 4.00 p.m.**

to

rodney.linhart@catholic.tas.edu.au

Upon receipt of an application, a confirmation will be emailed back to you within 1 working day

If you have any further queries regarding your application please do not hesitate to contact Rodney Linhart on 6426 1626 or email rodney.linhart@catholic.tas.edu.au



## St Patrick's Catholic School, Latrobe

St Patrick's Catholic School is located on the North West Coast of Tasmania in the municipality of Latrobe. St Patrick's is a single stream school offering single-stream classes from Kindergarten to Year 6. St Patrick's opened in 1887 and began its life as a Catholic School when the Sisters of Mercy arrived in 1892. We are very proud of the Mercy tradition and this sits at the heart of the mission and vision of our school. St Patrick's school endeavours to be a Jesus-centred community in which staff, parents and students collaborate to provide an environment where the worth and dignity of each person is realised and appreciated. We seek to promote the dignity of the human person and the value of human life, assist students in assessing how they can contribute positively to contemporary Australian culture, and to promote our Mercy values of compassion, respect, excellence, mercy and hospitality. St Patrick's School provides a comprehensive curriculum across key learning areas implementing the Australian Curriculum and Good News For Living for Religious Education. We have a strong focus on ICT and its inclusion into daily work tasks may be in the form of individual laptop or iPad usage or whole class or group interactive whiteboard lessons all aimed at ensuring that students are developing skills they will require in the future and which also assist their learning. St Patrick's also undertakes many programs to assist student learning and health and well-being.

St Patrick's offers specialists classes for Physical Education, Music and LOTE. We extensively use Program Achieve, are a Move Well Eat Well school, have a Kitchen Garden that is well established and links with our sustainable schools planning and goals. Children are also involved with many extra curricula activities including local sporting groups, music tuition, scouts and guides. St Patrick's School has benefitted greatly from the BER funding and we are proud of the modern inclusive facilities we are able to provide.

Located on our school premises is St Patrick's Child Care Centre that caters for newborns through to five year olds for long day care, outside school hours care and vacation care.



**“We should be as shining lamps, giving light to all around us”.**

Catherine MCAuley



**Sisters of Mercy**



I was hungry and you gave me food;  
I was thirsty and you gave me drink.

**HOSPITALITY**



I was sick and you visited me;  
I was in need and you clothed me;  
I was sad and you comforted me.

**COMPASSION**



I was a stranger and you took me in;  
I was in distress and you supported me.

**RESPECT**



**EXCELLENCE**

## Vision Statement

St Patrick's Catholic School endeavours to be a Jesus - centred community in which staff, parents and students collaborate to provide an environment where the worth and dignity of each person is realised and appreciated through collectively living out and implementing the Gospel values of Jesus Christ.

## Mission Statement

- We will endeavour to support all learners in their right to grow and develop to their full potential in an atmosphere of love, belonging and security.
- We will remain determined to live out our faith as expressed through the sincerity of our efforts to realise our Mercy Charism by displaying hospitality, compassion, mercy, respect and aspiring for excellence.

