



# Guilford Young College

## Teaching Positions

### Application Package for Applicants

#### Limited Tenure: Leave Replacements, 2023 Academic Year:

**Sport and Recreation Experiences (Fitness) 1**

**Athlete Development 2**

**Faith in Action 2**

**Religion in Society 2**

**English Inquiry 2**

**Legal Studies 2**

**English Foundations 2**

**Health Studies 3**

**General Mathematics 3**

**General Mathematics Foundation 2**

**Workplace Mathematics 2**

**Housing and Design 3**

**Working with Children 2**

#### Limited Tenure: Parental Leave Replacement, 2023

**Working with Children 2**

**Business Studies 2**

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.

Applications Close: Friday 14 October, 4pm

## 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 commitment to, 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 links to access the CET and school website:

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

# Application for Employment

Position	<i>Please select role/s</i>
<input type="checkbox"/> Teacher of Sport & Recreation Experience (Fitness) 1	0.50 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Athlete Development 2	0.50 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Faith in Action 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Religion in Society 2	0.50 FTE (2023 academic year)
<input type="checkbox"/> Teacher of English Inquiry 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Legal Studies 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of English Foundations 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Health Studies 3	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of General Mathematics 3	0.50 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Mathematics Foundation 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Workplace Mathematics 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher of Housing and Design 3	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher, Working with Children 2	0.25 FTE (2023 academic year)
<input type="checkbox"/> Teacher, Working with Children 2	0.25 FTE (Term 1 and 2, 2023 Parental Leave)
<input type="checkbox"/> Teacher of Business Studies 2	0.25 FTE (Term 1 and 2, 2023 Parental Leave)

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

## Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	
Tasmanian Teacher Registration Number (if applicable)			
Catholic Education Accreditation Level Attained (if applicable)			
Working with Vulnerable People check			

## Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Signature	date



## ROLE DESCRIPTION

<b>Role title:</b>	<b>Teacher</b>
<b>Classification:</b>	Teacher, as per experience
<b>College/College:</b>	Guilford Young College
<b>Is responsible to:</b>	Head of Faculty
<b>Key relationships:</b>	Teachers, school/TCEO staff, students, parents, volunteers, Parish Priests, visitors, Archdiocesan staff

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## ROLE ACCOUNTABILITY

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

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) 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
- 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 the implementation of the Archbishop's Charter for Catholic Schools

## PERSONAL CAPABILITIES

- 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 relationahl 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 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 Learning Plans
- Prepare written student reports at various intervals each year
- To meet with parents as requested

## **SELECTION CRITERIA**

### **Essential**

#### *Qualifications*

- Qualified and registered Teacher in Tasmania or ability to gain registration prior to the commencement of the position
- Successful attainment of Accreditation for all employees working in Catholic schools and the Catholic education system in Tasmania, or the willingness to work towards the successful attainment thereof
- Valid 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**

### *Qualifications*

- Post graduate qualification in (Area of Specialisation or working towards)
- Current Motor Vehicle Licence
- Current First Aid Certificate

### *Knowledge, skills and abilities*

- Ability to teach within the School
- Experience in different schools
- Experience teaching different grade levels

## Additional Position Information

### Start Date and Tenure for following Teacher positions:

• Sport & Recreation Experiences (Fitness) 1	FTE 0.5	Limited tenure: Leave replacement 2023 academic year
• Athlete Development 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Faith in Action 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Religion in Society 2	FTE 0.5	Limited tenure: Leave replacement 2023 academic year
• English Inquiry 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Legal Studies 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• English Foundations 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Health Studies 3	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• General Mathematics 3	FTE 0.5	Limited tenure: Leave replacement 2023 academic year
• General Maths Foundation 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Housing and Design 3	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Workplace Mathematics 2	FTE 0.25	Limited tenure: Leave replacement 2023 academic year
• Working with Children 2	FTE 0.25	Limited tenure: Parental Leave replacement Term 1 and 2, 2023 academic year
• Business Studies 2	FTE 0.25	Limited tenure: Parental Leave replacement Term 1 and 2, 2023 academic year

6 month Probation Period

**Location:** Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)

### Employment

**Conditions:** As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

**Remuneration:** Salary Range: \$64,699 to \$106,764 pro-rata plus 10.5% superannuation

## Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, 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
- Succinctly addressed the Personal Capabilities in the Role Description  
Hint: describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm, Friday 14 October 2022 to [employment@gyc.tas.edu.au](mailto:employment@gyc.tas.edu.au)

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.