



Guilford  
Young  
College

## **Teacher**

**English as an Additional Language or Dialect 3  
English as an Additional Language or Dialect 2  
(combined), 0.25 FTE**

**English Inquiry 2  
English Inquiry 1  
(combined), 0.25 FTE**

Limited tenure (leave)  
Terms 2 and 3, 2023

## **Application Package**

Applications Close:  
Friday 4.00pm 14 April 2023

## 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:

[catholic.tas.edu.au](http://catholic.tas.edu.au)

# Application for Employment

<b>Position:</b>	<i>Please select role/s</i>
<input type="checkbox"/> English as an Additional Language or Dialect <input type="checkbox"/> English Inquiry	

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 <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		Expiry:

**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
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## ROLE DESCRIPTION

<b>Role Title</b>	English as an Additional Language or Dialect 3 combined with English as an Additional Language or Dialect 2 0.25 FTE  English Inquiry 2 combined with English Inquiry 1 0.25 FTE  Combination of English as an Additional Language or Dialect and English Inquiry subjects will be considered, 0.50 FTE
<b>Tenure:</b>	Leave replacement, Terms 2 and 3 2023 24 April to 29 September 2023
<b>Classification</b>	Teacher, as per experience
<b>School</b>	Guilford Young College
<b>Is responsible to</b>	Head of Faculty, Principal
<b>Key Relationships</b>	Teachers, school/TCEO staff, students, parents, volunteers, Parish Priests, visitors, Archdiocesan staff

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## ROLE PURPOSE

The primary role of the 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 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 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 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 A: Accreditation to work in a Catholic School; 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*

- Current Motor Vehicle Licence
- Current First Aid Certificate

*Knowledge, skills and abilities*

- Experience in different schools
- Experience teaching different grade levels

## Additional Position Information

<b>Start Date:</b>	Monday 24 April 2023
<b>Tenure:</b>	Limited tenure: Leave replacement 24 April to 29 September 2023
<b>Location:</b>	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
<b>Employment Conditions:</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	Salary Range: \$64,699 - \$106,764 per annum pro rata (as per experience) 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 (no more than one page) stating the reasons you are seeking the position and what you can bring to the role.
- 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
- Included any other relevant information you wish to submit

**Applications are to be addressed to Ms Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm Friday 14 April 2023 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.

If you have any further queries regarding your application please do not hesitate to contact Guilford Young College – 6238 4333.