



Guilford
Young
College

Senior Secondary Teachers 2024 Application Package

Leave covers, 29 April to 5 July 2024

- Physical Sciences 3 0.25 FTE
- Chemistry 4 0.25 FTE

29 April to 27 September 2024

- Food and Nutrition 3 0.25 FTE
- Community Sport & Recreation 2 0.25 FTE
- Athlete Development 2 (General) 0.25 FTE
- Athlete Development 2 (Soccer) 0.25 FTE
- Director of Organisation 0.50 FTE

Long Service Leave covers, 29 April to 17 December 2024

- Biology 3 0.5 FTE
- Biology 2 0.25 FTE

Ongoing position

- VET Health Occupations 0.5 FTE

Applications close:
4pm, Friday 8 March 2024



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

Application for Employment

Position:	<i>Please select role/s</i>
<input type="checkbox"/> Food & Nutrition Teacher, 0.25FTE, 29 April to 27 September 2024 <input type="checkbox"/> Physical Sciences 3 Teacher, 0.25FTE, 29 April to 5 July 2024 <input type="checkbox"/> Chemistry 4 Teacher, 0.25FTE, 29 April to 5 July 2024 <input type="checkbox"/> Community Sport & Recreation Teacher, 0.25FTE, 29 April to 27 September 2024 <input type="checkbox"/> Athlete Development 2 (General) Teacher, 0.25FTE, 29 April to 27 September 2024 <input type="checkbox"/> Athlete Development 2 (Soccer) Teacher, 0.25FTE, 29 April to 27 September 2024 <input type="checkbox"/> Biology 3 Teacher, 0.5FTE, 29 April to 17 December 2024 <input type="checkbox"/> Biology 2 Teacher, 0.25FTE, 29 April to 17 December 2024 <input type="checkbox"/> Acting Director of Organisation, 29 April to 27 September 2024 <input type="checkbox"/> VET Health Occupations Teacher, 0.50FTE, Ongoing position	

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			
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:		

TEACHING ROLES

Classification: Teacher

School/College: Guilford Young College

Key relationships: Teachers, College/TCEO staff, students, parents, volunteers, Parish priests, visitors, Archdiocesan staff

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.

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.
- 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 B: Accreditation to teach 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

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

ADDITIONAL POSITION INFORMATION

A combination of these roles will be considered from suitable applicants wishing to apply for multiple positions.

Start Date: Commencing 29 April 2024

Tenure: Long Service Leave replacements:

Director of Organisation, 0.50 FTE, 29 April to 27 September 2024
(Please see separate position description below)

Physical Sciences 3 Teacher, 0.25 FTE 29 April to 5 July 2024

Chemistry 4 Teacher, 0.25 FTE 29 April to 5 July 2024

Food & Nutrition Teacher, 0.25FTE, 29 April to 27 September 2024

Community Sport & Recreation Teacher, 0.25FTE, 29 April to 27 September 2024

Athlete Development General Teacher, 0.25FTE, 29 April to 27 September 2024

Athlete Development Soccer Teacher, 0.25FTE, 29 April to 27 September 2024

Biology 3 Teacher, 0.5FTE, 29 April to 17 December 2024

Biology 2 Teacher, 0.25FTE, 29 April to 17 December 2024

Ongoing position:

VET Health Occupations Teacher, 0.5FTE

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

Employment As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

Remuneration: Level 5 to Level 13 Teaching Scale (\$78,074 - \$111,536) – pro rata, plus 11% 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.
- Include any other relevant information you wish to submit.

Applications are to be addressed to Jo Legosz, Principal, Guilford Young College and forwarded electronically by 4.00pm, 8 March 2024 to employment@gyc.tas.edu.au

Upon receipt of an application, you will receive a confirmation of receipt via email.

If you have any further queries regarding your application please do not hesitate to contact the College - 62384333 or email employment@gyc.tas.edu.au

ROLE TITLE: DIRECTOR OF ORGANISATION

Overall Purpose of the Role

The Director of Organisation is responsible for the campus management of the operation of the daily program for staff and students including timetables, staff relief, major events and activities.

Specific Focus of the Role

- to undertake day to day management of timetabling and organisational issues for the campus;
- to manage effective communications regarding operational issues for teachers and students;
- to support the operation of the Campus Leadership Team and work to support the efficient and effective operation of the College and its activities;
- to lead the Organisation Team to plan and organise for the smooth running of major College events and future activities'
- to develop and manage the College timetable in collaboration with the College Leadership Team;
- to manage the collection of student and teacher data to facilitate improved practice; and
- to authentically model and foster a lived Catholic ethos.

Role Relationships:

Immediate manager: Deputy Principal

The College employs two Directors of Organisation, each responsible for one of the two campuses. Both directors work closely together to plan and manage organisational issues in a consistent way for the whole College.

Direct management and supervision of: Study line supervisor
Relief teachers

Meetings and team responsibilities

The Directors of Organisation have leadership responsibility for:

- Organisation Team

The Director of Organisation is a member of the:

- Leadership Team
- Campus Leadership Team
- Organisation Team

People Accountabilities

- 1 Contribute to and sustain the life and identity of the school as a Catholic faith community.
- 2 Build and maintain positive relationships across the College and wider education community
 - Communicate clearly and with appropriate sensitivity, respecting confidentiality and the dignity of people.
 - Support teachers with clear communication of expectations and systems.
 - Model effective interpersonal skills in the professional supervision of staff.
 - Be a highly visible presence on the campus with a significant presence to ensure order, safety and respect for the environment.
 - Initiate a timely and strategic response to patterns of litter, vandalism, inappropriate or risky behaviour around the Campus.
 - Liaise with ground staff and cleaners to ensure that the campus is suitably set up for activities.
 - Manage the activities of the Study Line Supervisor.
- 3 Sensitively assist students in making changes to their learning program to better meet their pastoral and education needs.
- 4 Collaborate with the Deputy Principal and fellow Directors in leading the campus community.
- 5 Collaborate closely with colleague Director of Organisation to maximise efficiency and consistent opportunities and systems on both campuses of the College.

Sustainability and Leadership Accountabilities

- 1 Collaborate with the Campus/College Leadership Team and the Organisation Team to anticipate and plan for calendared events and activities throughout the year.
 - Develop and manage the College course selection line sheet and timetable in collaboration with the College Leadership Team and Teaching and Learning Team.
 - Organise and communicate to stakeholders the course counselling process, parent teacher interviews and liaise with Colleges regarding 'Taster' experiences.
 - Lead the planning and preparation of major events including Walk for Hope, Commendation, College Musical, College Colours Day, Pathways Expo, Year 12 Formal and Graduation.
 - Take lead responsibility for all organisational aspects that affect the alignment of the college daily timetable to the event being undertaken
 - Compile mid-year exam timetable, coordinate the exam supervision roster and associated activities in the exam period and deploy staff.

- 2 Engage in strategic thinking and planning, stewardship of human and material resources and policies and practices that ensure effective operational leadership and management
 - Establish operating procedures and routines that facilitate effective management of the College.
 - Seek to review and reflect on processes and procedures in order to make improvements
 - Assist in the collection and analysis of data.
 - Be responsible for processes intended to meet and report on the Strategic Plan's organisational objectives.
 - Assist in the responsibility for compliance with risk management, occupational health and safety requirements and fire and emergency procedures.

Operational Accountabilities

- 1 Collaborate with the Campus Deputy Principal to ensure the sound management and administration of the Campus.
 - In collaboration with the Deputy Principals and fellow Directors construct a weekly schedule of tasks, events, deadlines and alterations to the normal program for communication to staff
 - Organise and clearly communicate changes to the daily program.
 - Manage sick leave, Professional Development and other leave forms for all staff.
 - Manage the process for teachers of taking leave and hiring relief and replacement staff.
 - Ensure equitable allocation of supervisory duties for teachers and achieve economies with staffing costs.
 - Compile and maintain the yard duty roster, cross campus bus timetable and anticipated altered timetables such as for exams, photographs, parent teacher interviews, and scheduled events.
 - Oversee student transport procedures, including cross-campus, excursions, major events, student car guidelines, cultural and sporting fixtures.
 - Manage staff compliance with 'Duty of Care' requirements, punctuality and professional conduct.
 - Take full operational responsibility for information management and control of data on student enrolment in courses.
 - Coordinate and manage the smooth running of the end of year exams in conjunction with TASC.
 - Assist with the review of student reports as necessary.

- 2 Collaborate with the Campus Leadership Team to lead the campus
 - In the absence of other campus leaders, support the operational smooth running of the campus and be prepared to act in other's roles.
 - Take a leadership role in responding to issues of staff or student management in collaboration with other members of the Campus Leadership Team.

- 3 Share in leading the Organisation Team to implement programs for planned major events
 - Collaborate with others to respond to changes and complications in the program.
 - Communicate clearly and support teachers and students with individual needs.
 - Share in setting the agenda, chair meetings and record and distribute minutes of the Organisation Team.
- 4 Undertake delegated responsibilities for Workplace Health and Safety.
- 5 Undertake other duties as required by the Principal.

SELECTION CRITERIA

Qualifications:

Essential

- Registration as a teacher in Tasmania
- Accreditation to Teach in Catholic Education

Desirable

- Accreditation to Lead in Catholic Education
- Qualifications in leadership
- Post graduate study in education or leadership

Experience:

Essential

- Experience in leadership in Catholic Education
- Experience in management of teams of teachers
- Organisational management experience including managing budgets, systems, rosters, meeting deadlines and facilitating team meetings
- Proven track record of quality teaching and professional learning
- Experience in project management and supervision

Desirable

- Experience dealing with and managing processes of conflict resolution
- Experience with timetabling
- Experience in teaching at senior secondary level

Knowledge, skills and abilities:

Essential

- Effective written and verbal communication skills
- High level of skill in the effective use of ICT solutions and capacity to learn new systems efficiently
- Ability to manage and coordinate multiple work priorities and tasks within set timelines
- Ability to work autonomously with little direction or supervision
- Ability to think strategically and find creative solutions to problems
- Knowledge of processes and strategies for leading people and communities
- Capacity for growth and development as a teacher and a leader

Desirable

- Knowledge of workplace legislation, risk management protocols, occupational health and safety legislation and school registration processes.

ADDITIONAL POSITION INFORMATION

A combination of this role with other advertised positions will be considered from suitable applicants wishing to apply for multiple positions.

Start Date:	Commencing 29 April 2024
Tenure:	Long Service Leave replacement: 0.50 FTE, 29 April to 27 September 2024
Location:	Guilford Young College (Barrack Street Hobart and/or Bowden Street Glenorchy Campuses)
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Leadership Classification: Level 3, \$9609 per annum
Time release:	10 hours/week
Contract period:	29 April to 27 September 2024

Final Check List for Applications

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