



Guilford  
Young  
College

# Senior Secondary Teachers 2024 Application Package

Ongoing, 1.0 FTE

- English Foundations 2 (two positions)
- English Inquiry 2 (two positions)

Applications close:  
4pm, Friday 19 April 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](http://catholic.tas.edu.au)

# Application for Employment

<b>Position:</b> <span style="float: right;"><i>Please select role/s</i></span> <input type="checkbox"/> English Foundations 2 <input type="checkbox"/> English Inquiry 2			
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.

<b>Start Date:</b>	Commencing 29 April 2024
<b>Tenure:</b>	Ongoing
<b>Location:</b>	Guilford Young College (Barrack Street Hobart and/or Bowden Street Glenorchy Campuses)
<b>Employment</b>	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
<b>Remuneration:</b>	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, Friday 19 April 2024 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.

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](mailto:employment@gyc.tas.edu.au)