

POSITION APPLICATION PACKAGE

SECONDARY TEACHERS

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 2024
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

catholic.tas.edu.au
www.mackillop.tas.edu.au

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
- 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.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

Team Effectiveness and Collaborations

- Develop positive relationships with colleagues and stakeholders including Principals and Managers.
- Work collaboratively whilst maintaining personal accountability.
- Support and assist others to deliver effective outcomes.
- Maintain a positive and professional demeanor at all times.
- Role model consistent high standards of customer service.
- Maintain a positive attitude towards new and different ideas and approaches.
- Support others to resolve conflicts in a constructive manner, escalating issues appropriately where they exceed the scope of the role.
- Respect and protect privacy and confidentiality in accordance with policies and procedures.
- Attend, as required, meetings, events and activities.

Personal Effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and Organisation

- Plan and organise workflow to accomplish established objectives.
- Use Microsoft Word and Google software suites and relevant specialised software.
- Use office equipment including photocopiers, shredders, printers, as required.
- Use CET property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and Compliance

- You must take reasonable care of your own health and safety and that of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace, and be aware of and apply Work Health and Safety (WHS) Officer due diligence criteria in accordance with Section 27 of WHS Act 2012 (TAS).
- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace;
 - contribute to safe systems of work; and
 - promote a culture of safety in the workplace.
- You have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Catholic Education Commission Tasmania (CECT) Child Safe Organisation Policy.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of CET and all organisational policies, procedures, codes, guidelines and applicable laws.

SECONDARY TEACHER ROLE DESCRIPTION

POSITION DETAILS:

Title:	Secondary Teacher
Reports to:	The Principal (through the Deputy Principal - Teaching and Learning)
Line Manager:	Deputy Principal - Learning and Teaching; Learning Leaders
Key Relationships:	School Staff, students, parents, volunteers, TCEO staff
Tenure:	1.0 FTE - Limited Tenure / Ongoing
Start Date:	2026
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2024

ROLE ACCOUNTABILITY

The Secondary Teacher works as a member of the relevant Learning and Teaching Department. They report to the Deputy Principal - Learning and Teaching through the relevant Leading Leader

ROLE PURPOSE

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 an active, collaborative, authentic, professional and relational member 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 the 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 manage and organise the use of teaching spaces, ensuring rooms and equipment are well maintained and stored
- 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

- To report to the Deputy Principal: Learning and Teaching and/or other senior staff regularly
- To attend staff meetings and professional learning sessions
- To meet with colleagues and senior staff to plan, moderate and discuss teaching and learning of students
- To conduct Parent / Teacher Interviews
- To prepare Learning Plans
- To prepare written student reports at various intervals each year
- To meet with parents as requested

ROLE RELATIONSHIPS

Internal

- Deputy Principal: Learning and Teaching
- School staff
- Students
- Parish Priests

External

- Tasmanian Catholic Education Office
- Parents
- Visitors/members of the public
- Archdiocesan staff

SELECTION CRITERIA

ESSENTIAL CRITERIA

Qualifications:

- Qualified and registered teacher in Tasmania, or ability to gain registration prior to the commencement of the position
- Valid Working with Vulnerable People Registration
- Accreditation B to teach in a Catholic school (or willingness to work towards)

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 CRITERIA

Qualifications

- Current Motor Vehicle Licence
- Current First Aid Certificate

Knowledge, skills and abilities

- Experience in different schools
- Experience teaching different grade levels from Years 7-12

APPLICATION FOR EMPLOYMENT



MacKillop
CATHOLIC COLLEGE

MacKillop Catholic College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check
- Proof of personal identity and any professional or other qualifications
- The person's history of work involving children
- References that address the person's suitability for the position

It is a requirement that all applicants complete all parts of this form. Any false or incomplete information in this form, or in connection with your application for employment, may lead to a rejection of your application. The prospective employer may check any information provided by you in this form with relevant authorities, previous employers, referees or sources. By signing or submitting this form, you consent to these pre-employment checks. Information provided will be treated in accordance with the Catholic Education Commission Tasmania Privacy Policy. Short-listed applicants will be asked to bring originals or certified copies of transcripts to the interview.

PLEASE COMPLETE EACH SECTION OF THIS FORM			
Position for which you are applying			
Title			
Given Names			
Surname			
Date of Birth			
Private Address			
Telephone	Business:	Mobile:	
Email:			
Religion (optional)			
Current Employer			
Current Position			
Teacher Registration Number	Number:	Expiry Date:	
Working with Vulnerable Persons Card (WWVP)	Number:	Expiry Date:	

Do you have Accreditation to teach in a Catholic school?

Yes ☐ Accreditation Level (A, B or C): _____

No ☐ Please include in your CV details of any faith/religious education based professional learning undertaken.

Do you have Accreditation to teach Religious Education in a Catholic school? **Yes** ☐ **No** ☐

FAITH/RELIGIOUS EDUCATION BASED PROFESSIONAL LEARNING

(please attach details if insufficient space)

Year	Description

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION

Professional	
Community	
Recreational	
Other	

REFEREES

Please list the name, address and telephone number of your current Principal / employer

Name	
Position	
Institution	
Telephone	
Email	

If you do not list your current Principal /employer, or immediate past Principal / employer as a referee, please outline your reasons (see below) and provide the name of another person to whom you have been responsible in your most recent employment. The interview panel reserves the right to approach referees of its own choosing.

I have not listed my current Principal/employer because ...

Please list the name, address and occupation of two other referees

1	Name:
	Occupation:
	Institution / company:
	Relationship to applicant:
	Telephone:
	Email:
2	Name:
	Occupation:
	Institution / company:
	Relationship to applicant:
	Telephone:
	Email:

Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable for child-connected work. Each of the following questions is relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

NO ☐

YES ☐

If yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

NO ☐

YES ☐

If yes, please provide details:

3. Have you ever been found guilty of a criminal offence, or are you currently facing criminal charges?

NO ☐

YES ☐

If yes, please provide details:

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?

NO ☐

YES ☐

If no, this will be discussed further if you are offered an interview.

APPLICANT DECLARATION

I declare that the contents of this form are correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment or, if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the Tasmanian Catholic Education Commission (TCEC) Code of Conduct and Child Safe Organisation Policy.

I understand and accept that my appointment to this position requires a commitment to Catholic Education.

Signature: _____

Date: _____

When applying for employment, please submit your application with:

- Your letter of application and a current resume
- A statement addressing the Selection Criteria in the Secondary Teacher Role Description (NB: A broad statement for each criterion is acceptable; you do not need to respond to each individual bullet point.)
- Statement(s) of Service from previous employment in education
- A copy of any Academic Transcript(s) specific to stated tertiary qualification(s)
- This completed Application for Employment Form
- Copy of current Teachers Registration Certificate.

Letter of application addressed to:

The Principal, Mr Brendan Gill
MacKillop Catholic College
PO Box 1068
ROSNY PARK TAS 7018

Email application to the HR Manager Jodie Dalmazzo: jdalmazzo@mackillop.tas.edu.au