



MacKillop
CATHOLIC COLLEGE

APPLICATION PACKAGE

TEACHERS - 2027

Applications Close - Monday 14 September 2026



POSITION DESCRIPTION

Teacher

Role Title	Secondary Teacher
Classification	As per the Tasmanian Catholic Education Single Enterprise Agreement 2024
Reports to	Deputy Principal - Teaching and Learning
Key Relationships	Principal, Deputy Principal - Wellbeing, Head of Learning Staff, Students, Parents, Visitors, TCEO Staff, External Suppliers
Employment Type	Ongoing/Fixed Term
FTE	Up to 1.0 FTE

POSITION OBJECTIVES

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.

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. The Learning Departments deliver learning programs for students in Years 7 to 12 that are engaging, inclusive, and aligned with curriculum requirements. Teachers bring subject expertise and strong classroom practice to support students at different learning levels.

CET REQUIREMENTS

As an employee in Catholic Education Tasmania:

- You must uphold Catholic belief and practice in all the Employee's 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
- 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 Tasmanian Catholic Education Commission's Child Safe Organisation policy.

RESPONSIBILITY, DECISION MAKING AND DIRECTION

The Teacher is responsible to the Deputy Principals and works under general supervision and direction. The role requires the exercise of professional judgement in planning, delivering and assessing teaching and learning programs, managing classroom environments, and supporting student wellbeing. The Teacher works within school policies and procedures, referring complex or significant matters to the Deputy Principals as required.

SPECIFIC FUNCTIONS AND DUTIES

Technical Accountabilities

- To promote and develop growth in faith and Catholic ideals through example and instruction.
- To create and maintain a 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 Accountability

- 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.

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.

PERSONAL CAPABILITIES AND ATTRIBUTES

- Strong commitment to the Mission of MacKillop Catholic College, actively modelling and promoting its values within the school 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 approaching the teacher on matters relating to their child.
- To maintain positive, open and proactive communication with parents, students, staff and wider community.

QUALIFICATIONS

Essential

- 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 Religious Education in a Catholic School; or the willingness to work towards the successful attainment thereof.
- Valid Registration to Work with Vulnerable People.
- Current and satisfactory National Police Criminal History Check (NPCHC).

Desirable

- Post graduate qualification in (Area of Specialisation or working towards).
- Current Motor Vehicle Licence.
- Current First Aid Certificate.
- Experience teaching different grade levels (7 – 12)

ROLE RELATIONSHIPS

Internal

Principal

Positions of Leadership

School staff

Students

External

Tasmanian Catholic Education Office

Parents

Visitors/members of the public

Archdiocesan staff/Parish Priests

SAFETY AND COMPLIANCE

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.
- Promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

ENVIRONMENTAL CONDITIONS

This role is based in a secondary college setting, working with students from Years 7 to 12. The position involves both classroom teaching and participation in wider school activities.

Work is primarily undertaken in classrooms and shared learning spaces, with regular use of digital tools and resources. The role requires standing for extended periods, moving between classrooms, and supervising students in a range of settings, including outdoor areas.

The position involves regular interaction with students, staff, and families, and requires the ability to manage a dynamic and sometimes demanding environment. Flexibility is required to respond to changing schedules, student needs, and school priorities.



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FINAL CHECK LIST FOR APPLICANTS:

Before sending in your application, use this checklist to ensure you have completed all important details. Check that you have:

- Review the Position Description, which contains the required criteria
- Included a letter of introduction addressing the Specific Functions and Duties and stating the reasons why you are applying for the role
- Included a current Resume, 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.

Find out more about MacKillop Catholic College and the application process please visit <https://www.mackillop.tas.edu.au/community/employment/>

HOW TO APPLY:

Applications can be submitted online via [Catholic Education Tasmania careers page](#) or Seek.

** Applications will be reviewed as they are received, and interviews may be conducted prior to the closing date.
Early applications are strongly encouraged.*

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