



# APPLICATION PACKAGE FOR APPLICANTS MARIST REGIONAL COLLEGE RELIEF TEACHER



Catholic  
Education  
Tasmania

## 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.

Within the Archdiocese there are thirty-eight Catholic schools administered by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

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.selec

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 Policies
- School Policies

For further information click the following link to access the CET website:

<http://catholic.tas.edu.au/>

## **Role Description – Relief Teacher**

### **Position Summary**

The primary role of a teacher at Marist Regional College (MRC) is to provide the best possible education and pastoral care for each student in accordance with the College identity and values.

Specifically, the expectations of the teacher include, but are not limited to:

1. Teaching practice
2. Pastoral care
3. Curriculum and resource development
4. Professional Learning
5. Co-curricular activities
6. Measurement of evidence based practice
7. Participation in School Improvement Framework
8. General and administrative activities

### **Accountability**

All positions within the College will support the Mission and Vision of Marist Regional College. Interacting with our colleagues, schools and the community requires all employees to promote and support the Catholic identity.

It is expected that all duties will:

- Be consistent with Catholic identity, College Mission, Vision, and Values
- Be conducted in accordance with MRC Values, policies and the identity
- Promote the Catholic ethos in all dealings within and on behalf of MRC

## As an employee in Catholic Education Tasmania

- 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, uphold and support the implementation of the Archbishop's Charter for Catholic Schools.

## Authority

Teachers are responsible to:

- a) The Principal for the general discharge of their duties
- b) The Deputy Principal Pastoral Wellbeing for pastoral care within the school
- c) The Deputy Principal Learning and Teaching for the development and implementation of the curriculum
- d) The Director of Organisation for day to day matters
- e) The person in charge of the specific co-curricular activity undertaken by the teacher (e.g. Sports Coordinator)

### Key Relationships

#### *Internal*

Teachers at MRC are part of a large and complex staff structure in which all members, whether they are teachers or general staff, are regarded as having important and interdependent functions. Teachers are responsible for the maintenance of collegial and professional relationships with other members of the staff at MRC.

*External*

Parents and local community (Public relations - e.g. Contact with the media, police and contact with general external agencies is the responsibility of the Principal or Principal's delegate).

### Work Health & Safety

This Position is classified as a **'Worker'** under Work Health & Safety Act (Tas) 2012, and the employee is responsible to undertake duties specified as **'Worker'** for the purpose of this Act.

*In addition, all employees of MRC are required to:*

- Cooperate with the College in relation to activities taken by MRC to comply with WHS legislation;
- comply with the Work Health & Safety Act (Tas) 2012;
- adopt work practices that support WHS programs e.g. e-learning modules;
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace;
- seek guidance for all new or modified work procedures;
- ensure that any hazardous conditions, near misses and injuries are reported immediately;
- participate in meetings, training and other environment, health and safety activities where required;
- not willfully place at risk the health or safety of any person in the work place;
- not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

## Tasks & Responsibilities

The Teacher is responsible for:

- a) any student assigned to his or her care
- b) the behaviour and appearance of students generally
- c) the maintenance of collegial and professional relationships with other members of staff
- d) supporting the Catholic identity of the College.

## Knowledge, Skills and Experience (Selection Criteria)

### A. *Essential requirements of the position*

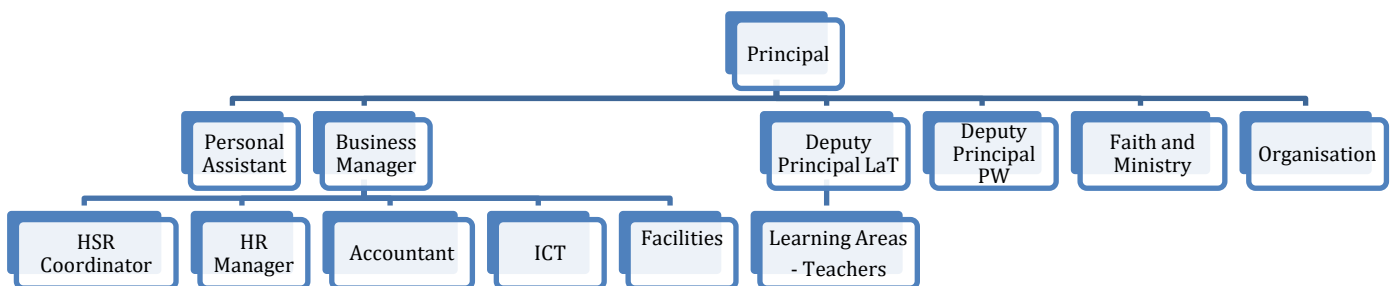
1. Full or provisional registration with the Tasmanian Teachers Registration Board.
2. Tertiary qualification(s) and teaching experience relevant to the particular subject areas.
3. Accreditation C: Accreditation to teach Religious Education in a Catholic school

4. Understanding of, and ability to contribute to the mission of Marist Regional College as a Catholic school.
5. Ability to develop positive relationships with students, parents and staff based on mutual respect.
6. Proven ability to develop and implement curriculum that is engaging and rigorous, and founded on evidence-based practice.
7. Demonstrated ability to work independently with minimal supervision and work collaboratively in teams.
8. Commitment to Professional Learning and continual improvement
9. Well-developed ICT, written and verbal communication skills, including the ability to consult and liaise effectively with a range of stakeholders where required.
10. Ability to use online Student Information Management Systems to maintain confidential, accurate, up to date and detailed records.

**B. *Desirable requirements of the position***

1. General understanding of Catholic Education Tasmania policies and their implications for practices at Marist Regional College.

## Organisational Chart – Marist Regional College



## ADDITIONAL POSITION INFORMATION

Location:	Marist Regional College, Off Paraka Street, Burnie 7320
Hours of Work:	Monday - Friday: as timetabled
Classification:	Teacher
Remuneration:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018

## 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:

- A cover letter of introduction stating the reasons you are seeking the position;
- A current copy of your 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;
- Succinctly addressed the Selection Criteria in the Role Description;  
Hint: when addressing the Selection Criteria describe how your own personal capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit.

Applications are to be addressed to the Human Resources Manager, Ms. Renee Hayes and submitted via the Marist website <https://mrc.tas.edu.au/employment> by clicking '**Apply Here**'

If you have any further queries regarding your application please do not hesitate to contact Marist Regional College Human Resources on (03) 6432 7656 or [rhayes@mrc.tas.edu.au](mailto:rhayes@mrc.tas.edu.au)