Classroom Teacher Positions 2017

- 2 x temporary full-time teaching positions for the 2017 school year (1.0 FTE)

October 2016

Dear Applicant,

Thank you for your interest in the Classroom Teacher positions at St Matthew’s School for the 2017 school year.

Please be aware that this position involves working with children and that the appointment of the successful applicant will be subject to satisfactory employment screening for child related employment in accordance with CEO policy and the ACT Working with Vulnerable People legislation.

Applications need to be received via email by 4.00 pm on Tuesday 25 October 2016. Information about requirements for your application can be found on page 3 of this document. Please note that applications which do not address the selection criteria will not be considered.

You are most welcome to visit the school and have a tour as part of the application process. Please contact me at brenda.foley@cg.catholic.edu.au or on 02 6254 2653 if you would like to arrange this.

Yours sincerely,

Brenda Foley
Principal
The successful applicant for the position of teacher at St Matthew’s School will demonstrate:

- a sound understanding of and commitment to the Church’s mission in Catholic Education, and the capacity to contribute to the spiritual and community life of the school.

- a sound knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning.

- highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents.

- excellent planning and implementation of teaching programs including ICT, inquiry-based learning, integration and differentiation.

- excellent classroom management and organisational skills which create supportive and safe environments including managing challenging student behaviours and meeting a variety of diverse learning needs.

- an excellent understanding of a variety of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students.

- the capacity to be a proactive member of a professional learning community complying with legal, administrative and professional requirements.
GUIDELINES FOR PREPARING YOUR APPLICATION

Applications are invited from persons able to demonstrate a commitment to the mission of Catholic Schools and appropriate skills and qualifications for this position. Application is to be made on the official Application Form which is available from the CEO Website:

Your application should include:
1. a covering letter
2. Curriculum Vitae (no more than two pages)
3. statement addressing the selection criteria (no more than four pages)
4. a completed application form available from the CEO website (see above)
5. external candidates must provide certified copies of academic qualifications

Referees
In forwarding your application you are asked to provide the name, position, address and phone numbers of three referees, one of which must be your Parish Priest. Please provide both business hours and after hours contacts where possible. As your referees will be contacted should the Selection Panel consider you for short-listing, it is important that they should be people whose knowledge of you is relevant to this position.

Enquiries: Ms Brenda Foley
Principal
St Matthew’s Primary School
02 6254 2653

Applications: sent in PDF form to brenda.foley@cg.catholic.edu.au.
You will receive an acknowledgement that your application has been received.

Applications Close: 4.00 pm Tuesday 25 October 2016