15 March 2016

Dear Applicant,

Thank you for your interest in the 0.4 FTE Classroom Teacher position at St Matthew’s School for Term 2 through to the end of Term 4 2016. This position is a job-share teaching position, and will involve team teaching, programming and reporting. The successful applicant will be available to work on Mondays and Tuesday each week.

Applications should include:

- a covering letter which also outlines your approach to job sharing
- your statement addressing the criteria – dot points preferred (no more than 3 pages)
- curriculum vitae
- contact details for at least three referees, one of whom must be your Parish Priest

Applications should be marked ‘CONFIDENTIAL’ and addressed to:

Ms Brenda Foley
Principal
St Matthew’s Primary School
PO Box 4172
HAWKER ACT 2614

Alternatively, you may hand the application in at the school at Stutchbury Street, Page, ACT or email to brenda.foley@cg.catholic.edu.au. Faxed applications will not be accepted.

Applications need to be received by 5 pm on Tuesday 29 March 2016. It is anticipated that interviews for these positions will be held on Friday 1 April.

Please contact me if you require any additional information. You are most welcome to visit the school and have a tour as part of the application process.

With every blessing.

Yours sincerely,

Brenda Foley
Principal
Selection Criteria for

0.4 FTE Classroom Teacher Position at St Matthew’s
Maternity Leave Position - Terms 2 – 4 2016

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 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.

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

Only applications received on the CE application form with all accompanying documentation will be considered.