CLASSROOM TEACHER POSITION – YEAR 2
MATERNITY LEAVE POSITION 0.6 FTE
TUESDAY 14 MARCH – FRIDAY 15 DECEMBER 2017

14 February 2017

Dear Applicant,

Thank you for your interest in the 0.6 FTE Classroom Teacher – Year 2 position at St Matthew’s School from Tuesday 14 March – Friday 15 December 2017. 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 Wednesday, Thursday and Friday each week.

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 Monday 6 March 2017. Information about requirements for your application can be found on page 2 of this document. The selection criteria can be found on page 3.

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.

With every blessing.

Brenda Foley
Principal
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.

Your application should include:

1. a covering letter which also outlines your approach to job sharing
2. current Curriculum Vitae
3. statement addressing the selection criteria (no more than three 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 to brenda.foley@cg.catholic.edu.au. You will receive an acknowledgement that your application has been received.

Applications Close: 4.00 pm Monday 6 March 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 inquiry-based learning, integration and differentiation, particularly in the general capabilities of literacy, numeracy and ICT.

- 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.