



SECONDARY TEACHER

Application Guidelines

When applying for a teaching role, please provide the following:

- A cover letter of not more than one page, which includes brief details in support of your application.
- Concise statements related to your experience that address the selection criteria (listed below) of not more than two pages. (Note: Please do not treat the selection criteria as paragraph headers).
- Your Curriculum Vitae including the names of three referees.

Selection Criteria

Essential

- A commitment to Catholic education and your understanding of the mission of Edmund Rice Education Australia (EREA).
- Demonstrated understanding and commitment to St Mary's College values; Respect, Justice, Compassion, Inclusivity and Courage.
- Experience and qualifications in teaching the relevant subject area, and a demonstrated understanding of contemporary practices in education.
- Understanding the role of relationships as a means of promoting excellence in an educational setting.
- A familiarity with contemporary digital education and an ability to efficiently and effectively use a variety of educational platforms and programs.
- A strong commitment to team work, as well as having a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Demonstrated management and administration skills.
- Demonstrated level of achievement in performing and instructing an advantage.
- Hold a current registration with the Victorian Institute of Teaching.
- Demonstrated commitment to providing an inclusive, child safe environment.

Desirable

- Accreditation to Teach Religious Education in a Catholic School.

Interview

Once applications are short listed, you may be invited to attend an interview to discuss your application further. At this point you will be asked to complete an application form, which will be emailed to you, requesting the following data:

- Personal Details
- Qualifications (originals or certified copies of transcripts will be required at the interview)
- Proof of VIT Registration
- Photo ID (original will be required at the interview)
- A summary of the responsibilities and accountabilities of your current position
- Co-curricular involvement, interests and expertise
- A summary of your employment history
- A summary of volunteer work in which you are involved, as well as all previous places of volunteer work where such work involved children
- A brief summary of professional learning activities
- Names, positions and contact details for three referees
- Declaration of truth, accuracy, and willingness to undergo background and suitability checks, including acknowledgement that St Mary's College reserves the right to contact your current employer.
- Shortlisted applicants may be asked to audition.

Prior to submitting your application, please view the *Role Description* on our website:

www.stmaryscollege.vic.edu.au under 'A School For All'.

If you believe you have the personal qualities and professional skills, qualifications and prior experience to be successful in this role, please email your application, along with the documents listed above to the Director of Staff, Mr Nick Whitlock: nwhitlock@stmaryscollege.vic.edu.au