



ST GERARDS SCHOOL
LOVE-aroha ai... LEARN-ako ai... GROW-tipu ai

St Gerard's School Scale A Fixed term **Job description**

TITLE: Tagged Fixed Term, fulltime Scale A position.

PURPOSE:

To fill a fixed term maternity position. This could be a 6- 12 months position.
Teach a programme that meets the needs of junior school students at St Gerard's school. 2019 level - Year 2 & 3

REQUIREMENTS: The position is one for which, 'a willingness and ability to take part in Religious Instruction appropriate to the Special Character of the school' will be a condition of appointment. (Section 65, Private Schools Conditional Integration Act 1975). A S464 form must be completed. It will be sent to the Diocese office for confirmation of your acceptability for a tagged position.

PERSON SPECIFICATIONS:

It is essential that the person has a teaching qualification and is a registered teacher in the NZ system.

- Be a visible role model through communion with the Catholic Church (membership) and have a commitment to the Parish St John the Baptist, Alexandra or the Catholic Parish in which they reside.
- Be professional in behaviour, appearance and practice. Committing to collaborating as part of a team and willingly sharing responsibilities related to the positive outcomes for the school.
- Have an empathy with children, an understanding of child development and the needs of primary aged children as well as a desire to bring the best out in every child in his/her care.
- Be able to communicate effectively with children, parents, teachers and other para-professionals as needed.

- Model the school values of Commitment, Curiosity, Compassion and Joyfulness and serve the school to the best of her /his ability in an honest, trustworthy and fair manner.
- Share willingly her/his passion and innovative skills with teachers, students and parents.
- Be a reflective practitioner who is committed to ongoing learning in order that students benefit from his/her best possible knowledge and skill level.
- Maintain the confidentiality and the trust vested in her/ him.

RESPONSIBILITIES & KEY TASKS

- Respect and help maintain the Special Character of the school.
- Witness to the Gospel through personal prayer, reflection and commitment to his/her own continued growth and understanding in their faith and to the parish of St John the Baptist.
- Have a willingness to restore relationships and support students to do the same.
- Have knowledge, strength and interest in play based learning .
- Create an exciting learning environment, where students are listened to, valued and given the best opportunity to learn.
- Attend weekly staff and team meetings.
- To develop a positive classroom environment and culture based on gospel values and restorative practices.
- To plan, prepare, deliver and assess an effective classroom programme that meets the needs of individual students.
- Carry out playground and staff duties associated with a primary school to ensure safety of students and staff.
- Comply with the General provisions contained in the Primary Teachers Collective Agreement.
- Comply with the School Charter and all Board policies.
- Comply with the Teacher Criteria and Professional Standards as part of the school wide appraisal process, including Special Character criteria.

EDUCATION WITH A SPECIAL CHARACTER

The appointee shall support and uphold the school's "special character" as defined in the school's integration agreement and meet the expectations outlined in appendix 15 of the Handbook for Boards of Trustees, Principals and staff of New Zealand Catholic Integrated Schools.

WORKING RELATIONSHIPS

- A member of the junior team
- A member of the St Gerard's school staff, consisting of a Principal, teaching and support staff.
- Professional and parishioner relationship with Father Vaughan Leslie, Parish Priest of St John the Baptist parish.

RESPONSIBLE TO:

- The Board of Trustees
- The Principal
- The lead teacher of the Junior Team

THE SPECIAL CHARACTER OF A CATHOLIC SCHOOL EXPECTATIONS FOR STAFF EMPLOYED IN A CATHOLIC SCHOOL

1.0 This statement is to be read in association with the School Charter, a copy of which is available from the school and on the school website :
www.stgerards.school.nz

2.0 The Catholic Church has developed an international network of schools because it believes the Church has a pivotal single intention: "that God's kingdom may come, and that the salvation of the whole human race may come to pass." (Gaudium et Spes, 45a: Second Vatican Council.)

3.0 The Special Character of a Catholic school is defined in the school's Integration Agreement as follows:

'The school is a Roman Catholic School in which the whole school community, through the general school programme and in its religious instructions and observances, exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as determined from time to time by the Roman Catholic Bishop of the Diocese.'

3.1 Most schools also have a particular charism which may be defined in the school's integration agreement. The charism of St Gerard's has come from the Mercy order and Catherine McAuley.

- 4.0 A person applying for a position in a Catholic school needs to understand the commitment this involves.
- 4.1 All staff, whether Catholic or not, are part of the whole school community. Each staff member is therefore expected to use his or her specific strengths and skills to support the mission of the school.
- 4.2 A Catholic school shares the mission of the Church by developing students with knowledge, faith and values, all of which are in harmony. It is expected that teaching will be infused with a Catholic world view.
- 4.3 The curriculum and specific subjects are taught for their own value and with their own objectives. Seeking truth, wherever it is found, is fundamental to a Catholic school.
- 4.4 The Religious Education programme is an integral part of the curriculum. The principles, truths and ethics of this programme permeate the whole life of the school. The students are taught that:
- God is creator
 - Jesus Christ is God-made-man
 - Humankind's ultimate goal is heaven
 - Authority to teach and interpret God's revelation was entrusted to the Church by Christ, and is exercised by the Pope and Bishops.
- 4.5 The school as a whole subscribes to the Apostles' Creed which is the oldest of the formulas used by the Christians to express their faith. It accepts the two-fold commandment of Christ, love of God and neighbour and the other values expressed by Christ as norms for living. The focal point of the whole school is Christ.
- 5.0 No staff member will be required to act against their own conscience or personal philosophy of life. Such a requirement would not be in keeping with Catholicism and is contrary to the aims of the school.
- 6.0 However, in accepting a position in a Catholic school it is assumed that staff members realise that:
- Staff work as a team. Therefore all staff are expected to contribute, according to their individual strengths and within their personal convictions, to the total purpose of the school. No school can operate successfully if any staff member undermines the positive efforts of others.
 - Staff are expected to support, uphold and be actively involved in the total life of the school and its special character irrespective of their personal beliefs.
 - Staff are role models for students, colleagues and parents/caregivers in living the mission and values of the school.

- Staff who do not profess Catholicism are expected to promote the Catholic Character of the school, and to refrain from doing or saying anything that would be antithetical to the school's Catholic Character.
- Staff are expected to abide by the Code of Ethics for Staff and Boards of New Zealand Catholic Schools, a copy of which can be found at Appendix 9 of the Handbook.
- New staff will find others who are willing to assist them in gaining a fuller understanding of the school and its Catholic Character, and in solving any difficulties that may arise in the course of their work. In addition the following resources which can be obtained from your School's Diocesan Catholic Education Office will be helpful:
 - Sharing the Gospel Today: NZ Catechetical Directory (NZ Catholic Bishops Conference, 2012)
 - The Catholic School (Congregation for Catholic Education, 1977)
 - Lay Catholics in Schools: Witnesses to Faith (Congregation for Catholic Education, 1982)
 - The Church's Confession of Faith: A Catholic Catechism for Adults (German Bishops' Conference, St Ignatius Press, 1987, San Francisco)
 - The Religious Dimension of Education in a Catholic School (Congregation for Catholic Education, 1988).
 - Understanding Faith Religious Education curriculum for Catholic Secondary Schools Year 9-13 Aotearoa New Zealand (NCRS, revised 2010)
 - Catechism of the Catholic Church (June 1994)
 - Religious Education Curriculum Statement for Catholic Primary Schools in Aotearoa New Zealand (NCRS, 1996)
 - The Catholic School on the Threshold of the Third Millennium (Congregation for Catholic Education, July 1998)
 - The Declaration (New Zealand Council of Proprietors of Catholic Integrated Schools, 1997, revised 2007)

Job timeline

Closing	16th June
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Short listing	18th june
Interviews	20- 23rd June
All candidates will be contacted within 2 weeks of closing date.	

Potential starting date: This would be negotiated with the successful candidate but ideally the first day of term 3 2019- July 22nd