



St Joseph's Catholic School

Queenstown

STAFF EMPLOYMENT POLICY

RATIONALE

St Joseph's Catholic School has as its reference in the employment of staff, the Tasmanian Catholic Education Commission's Policy Statement "*Employees in Catholic Education*" and the Tasmanian Catholic Education Agreement 2009.

AIM

To employ the best possible staff for St Joseph's Catholic School.

PROCEDURES

All staff members are expected to:

- Support the Religious Education programs and faith life of the school.
- Accept the educational philosophy of the school.
- Develop and maintain an appropriate understanding of those aspects of Catholic teaching that touch upon their duties, roles and responsibilities.
- Exhibit a perceived desire to work for the welfare of the students at this school.
- Have a willingness and ability to assume appropriate responsibility for part of the total school program depending upon the role.
- Display courtesy and consideration for all members of the school community in any collaboration necessary to fulfil their role as teacher and mentor.

Teaching Staff

- The appropriate number of teachers will be employed for the number of students at the school as set down by the staffing schedule applied by the Tasmanian Catholic Education Office.
- All teachers must possess one or more of the following qualifications:

- A teaching qualification issued by a recognised Australian teacher training institution and be at least three-year trained according to the definition in the Catholic Education Award.
 - A qualification recognised by the National Office of Overseas Skills recognition as equivalent to an Australian teaching qualification.
 - A qualification and/or experience determined by the Schools Registration Board to be equivalent to the above.
- All teachers must have current registration under the Tasmanian Registered Teachers Act 2002.
 - All appointments to the teaching staff and the assignment of duties, roles and responsibilities are the prerogative of the Principal.

By their teaching and example teaching staff are expected to:

- Strive to inculcate in students an appreciation and acceptance of Christian teaching and values in the Catholic tradition.
- Participate in ongoing professional learning.
- Uphold the school's declared codes of behaviour, standards and expectations of students at all times.
- Maintain a relationship with staff and students based on mutual respect, compassion and forgiveness, which avoid unnecessary familiarity that may be confusing to students and unsupportive of colleagues.
- Support parents and acknowledge their role as prime educators of their children.
- Avoid any influence upon students, whether by word, action or known lifestyle, that is contrary to the teaching and values of the Church community in whose name they act.
- By their dedicated approach to their profession, contribute to the total education program of the school and provide quality education to the students in their care.

- Teaching staff members have direct responsibility for the children in their care and are accountable in the first instance to the Principal for the proper exercise of such responsibility.

On appointment, all teaching staff will be deemed temporary until they have completed a probationary period of not less than one school term.

Non-Teaching Staff

When employing non-teaching staff the following standards and procedures apply: Qualifications commensurate to the particular position must be current and relevant.

- All appointments to the non-teaching staff and assignments of duties, roles and responsibilities are the prerogative of the Principal.
- All non-teaching staff are covered by the Catholic Education Award.
- Non-teaching staff are accountable to the Principal for the proper exercise of their roles.

Non-Teaching Staff are expected to:

- Support the philosophy of St Joseph's Catholic School and to show initiative, enthusiasm and reliability.
- Have a willingness and ability to work together with other staff members as a team, showing initiative, enthusiasm and reliability.
- Foster good relationships with parents and outside agencies within the wider community.
- Be aware of their influence on students. Both by their example and explicit actions, non-teaching staff must support the school leadership and the teaching staff in their endeavours to fulfil the aims of the Catholic school.
- Have a willingness and ability to be properly accredited for the role to be played. This includes religious and secular accreditation as it may apply.
- Have a willingness and ability to work together with other staff members as a team, showing initiative, enthusiasm and reliability.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.