



# THE HUTCHINS SCHOOL APPLICANT INFORMATION

[hutchins.tas.edu.au](http://hutchins.tas.edu.au)



**HUTCHINS**  
ESTABLISHED 1846





# Teacher – Primary School

## Permanent Full-Time

### Welcome and introduction

The following information has been compiled to give you a better understanding of what is expected of staff when they are part of the Hutchins community. We encourage you to visit our website ([www.hutchins.tas.edu.au](http://www.hutchins.tas.edu.au)) should you require further information about the School.

### The role

We are seeking applications from Primary School Teachers for a number of full-time, permanent positions that will commence on **Friday 27 January 2023**.

To be successful in this role, you will need to demonstrate a commitment to effective teaching and learning with inquiry-based pedagogy. Applicants will also have a sound knowledge of the relevant curriculum (Australian Curriculum, EYFS etc.), a well-developed self-awareness, and the capacity to reflect on your own performance with an aim to continue to grow and develop as a classroom practitioner.

A Position Description is included later in the pack for further information about the role.

### Selection criteria

To be considered for this role candidates will need to address the following selection criteria and address each of these in the application in no more than 2 pages.

The successful applicant in this process will:

- Provide a nurturing, engaging and stimulating learning environment which caters to the needs of all students;
- Use enquiry as a leading pedagogical approach, and a diverse range of teaching strategies to meet the needs of all students;
- Collaboratively plan with the team to develop, implement and evaluate the curriculum and provide a consistent and cohesive learning program that will foster independence, inquiry and learning progression;
- Teaching practices that align with the Hutchins School's [Strategic Directions](#); and

- Have the ability and disposition for the effective pastoral care of students.

## Submitting your application

Your application for this role must include a copy of your curriculum vitae with at least two workplace referees, and a cover letter of no more than one page that includes statements of your suitability against the skills, attributes and experience requirements outlined in this document.

Please combine your cover letter and curriculum vitae as a single PDF document, and address it to the Headmaster of The Hutchins School.

Applications for this role must be submitted by **9.00am Friday 14 October 2022** via Seek.

For further information please contact [humanresources@hutchins.tas.edu.au](mailto:humanresources@hutchins.tas.edu.au).

## Next steps

All applications will be acknowledged.

Shortlisted candidates will be invited to attend an interview and provided updates by phone.

Unsuccessful applicants will be notified at the completion of the recruitment process by email.

The information you provide to us during this process will be treated with respect. To find out about how we safeguard your personal information please refer to our [Privacy Policy](#).

## Safeguarding children

The School is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes – but is not limited to:

- a Registration for Working with Vulnerable People (RWVP) check;
- a national criminal history record check; and
- medical checks (as required).

All staff at the School are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School.

Teachers must also be registered with the Teachers Registration Board of Tasmania and uphold their Code of Professional Ethics and Professional Teaching Standards.

The School will not employ a person who is deemed a prohibited person based on the information received during the screening process.

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

These recruitment and screening procedures have been developed to ensure that we recruit personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

For more information on the School's commitment to safeguarding children and young people, please read the [Safeguarding Children and Young People Policy](#).

## References

We conduct a minimum of 2 reference checks for all shortlisted candidates.

All applicants are expected to provide a minimum of two (2) professional referees. These referees must be:

- a representative of current or most recent employer; and
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues.

Personal referees are not preferred. However, if there is no option but to include a personal referee, then that referee:

- may not be related to the applicant;
- must have known the applicant for at least 12 months; and
- must be able to vouch for the applicant's reputation and character.

All referee checks will involve direct contact with the referee. Written character references will not be accepted.



# About The Hutchins School

## History

The Hutchins School was founded in 1846 as a memorial to The Venerable William Hutchins, first Archdeacon of the colony of Van Diemen's Land.

Hutchins commenced operations under Headmaster J R Buckland at Ingle Hall in lower Macquarie Street, one of the oldest homes still standing in Hobart. In 1849 it moved to a purpose-built schoolhouse on Macquarie Street designed by Tasmanian architect William Archer. The Buckland family's combined 46 years in charge of Hutchins served to set the School on a distinguished educational and spiritual path, and it continues to expand and develop to this day.

The School opened a new sub-primary facility in Sandy Bay in 1947, before adding the Memorial Oval in 1955 and the Junior School in 1957. The Senior School followed in stages after the purchase of the former Queenborough Cemetery in 1960. The boarding house, science wing, administration block and classrooms, all opened in 1964.

The Macquarie Street building was sold in 1965 and Hutchins commenced full operations at Sandy Bay the following year, gradually adding a Middle School, Early Learning Centre, chapel, gymnasium, auditorium, sports grounds and performing arts centre.

<b>Our vision</b>	Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen; locally, nationally and globally.
<b>Our mission</b>	Hutchins is an Anglican school whose supportive, learning community works together to nurture character of boys.
<b>Our values</b>	As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect
<b>Our faith</b>	A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions.
<b>Our commitment</b>	The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of boys. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future.

If you have any further queries about The Hutchins School and/or the advertised role, please contact [HumanResources@hutchins.tas.edu.au](mailto:HumanResources@hutchins.tas.edu.au).





THE HUTCHINS SCHOOL

# Position Description

## Primary School Teacher

<b>Reporting to:</b>	Head of Junior School
<b>Direct reports:</b>	(none)
<b>Full Time Equivalent (FTE):</b>	1.0
<b>Classification:</b>	Paid in accordance with the Educational Services (Teachers) Awards 2010 and The Hutchins School (Teachers) Enterprise Agreement 2019
<b>Role-specific check(s):</b>	Tasmanian Registration for Working with Vulnerable People (RWVP)
<b>Position-specific resources</b>	Laptop, Tablet or iPad

### Background and context

The role of Primary School Teacher is to provide the best possible education for the students within their classroom and contribute to the pastoral care and co-curricular programs of the Hutchins School (the School).

### Key relationships

- Head of Junior school and Deputy Heads
- Teachers of the Junior School
- Support Staff
- Parents and carers

### Key accountabilities

- Create a safe, inclusive, nurturing class community based on the School values.
- Set standards for student behaviour, school uniform and the care of property and other resources.
- Planning lessons, taking full account of students' individual learning needs, as well as their individual learning styles, preferences and capabilities.
- Plan and prepare units of inquiry and complete planning documentation in line with the Australian Curriculum.



- Guide students to set, monitor their progress towards, and achieve personal learning goals.
- Prepare and implement an inspiring and differentiated curriculum based on the Australian Curriculum.
- Implement all areas of the curriculum using current and effective teaching approaches and pedagogies
- Work proactively within a collaborative teaching team.
- Develop, administer and compile assessment procedures to communicate to students and parents/carers. This includes the production of student portfolios, parent information sessions, student work showcases, parent interviews and reporting.
- Design a classroom environment that promotes curiosity, problem solving, creativity, and is a model for positive social relationships.
- Closely monitor student progress in each subject area and maintain up to date students records on each students learning.
- Attend School camps, excursions and events as required.
- Facilitate appropriate individualised remediation and extension activities as required.
- Maintain positive and open relationships with our current families.
- Contribute to the development of a professional and supportive school culture. This entails attendance at briefings, meetings and professional development sessions and associated activities.
- Contribute to the co-curricular program and support other school activities such as carnivals, concerts, gatherings and team sport.
- To establish sound teaching practices in line with the Professional Teaching Standards Framework; carefully designed and purposeful assessment tasks.
- Pastoral care and disciplinary actions.
- Commitment to the Anglican ethos of the School.

## Required capabilities, qualifications and experience

### *Capabilities*

- Be a qualified teacher, registered to teach or be eligible to teach, within the State of Tasmania.
- Have the ability to develop and implement appropriate teaching strategies to facilitate student learning.
- Have the Ability to take responsibility for the effective pastoral care of students.
- Demonstrated knowledge of the Australian Curriculum.
- Possess excellent written, oral and interpersonal skills and work effectively in a team setting.



- Have the ability to work both independently and co-operatively with other staff members.
- Possess a high level of ICT competency and an ability to adapt to emerging technologies.
- Hold a current First Aid Certificate, CPR and have training in asthma and anaphylaxis.
- An ability to relate to children and understand the importance of history and tradition associated with the School

#### *Professional Development*

- Keep up to date with curriculum and resource development.
- Maintain adequate technology competencies relevant to teaching.
- Participate in and contribute to professional development and programs.
- Participate in the School's professional development and review process.
- Participate in the development and evaluation of curriculum programs and resources for the implementation of the curriculum.
- Contribute to and work productively as a member of the Hutchins Professional Learning Community.





## Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our [Practice and Behaviour Standards](#) and [The Hutchins School Code of Conduct](#), as updated from time to time, and to adhere to the requirements of the [Safeguarding Children and Young People](#) and [Mandatory Reporting](#) policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

## Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

## Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.



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**THE HUTCHINS SCHOOL** 71 Nelson Road, Sandy Bay, 7005  
[www.hutchins.tas.edu.au](http://www.hutchins.tas.edu.au)

The Hutchins School Board as established by The Christ College Act 1926  
ABN 91 133 279 291 CRICOS 00478F

