



THE HUTCHINS SCHOOL APPLICANT INFORMATION

hutchins.tas.edu.au



HUTCHINS
ESTABLISHED 1846



Teacher – English Fixed Term, Full Time 2022

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) should you require further information about the School.

History and tradition

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. Intended by the Church of England as a southern feeder school for Christ's College at Bishopsbourne, it outlived the College and eventually absorbed its replacement – along with several other notable schools – to become the pre-eminent boys' school in Tasmania.

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 a few blocks up Macquarie Street to a purpose-built schoolhouse 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.

In 1957 a new Junior School opened at Sandy Bay, following the sub-primary block opened there in 1947 and the Memorial Oval in 1955. The Senior School followed in stages, after the purchase of the former Queenborough Cemetery in 1960 and the subsequent construction of a 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.

Proud of its heritage, Hutchins has a tradition of producing good men distinguished in all fields of endeavour – from academia, politics and the law to business, sport and the arts. The School's motto of **Vivit Post Funera Virtus** – *Character Lives After Death* – exemplifies the School's dedication to the building of character, moulded by faith, learning and service to others.

Our vision

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.

Our mission

Hutchins is an Anglican school whose supportive learning community works together to build character of boys.

Our faith

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.

Our commitment

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.

Our values

As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect.

Location

The Hutchins school is located in Hobart Tasmania. Hobart is the capital city of Tasmania. The population of Hobart is approx. 220,000 and its skyline is dominated by the 1,271-metre (4,170 ft) kunanyi/Mount Wellington.

Hobart's location, nestled between kunanyi/Mount Wellington and the River Derwent, helps buffer the city from extreme weather conditions. Though pleasant, the weather can be unpredictable; some days seem to have all four seasons thrown in! Plus, there is a bit of a chill in the air once the sun goes down. The best solution is to wear a few layers of clothes that you can add to or take off as necessary.

Tasmania is the coolest region of Australia and the average daily maximum temperature for February (summer) is 22°C and 13°C in July (winter). Due to the clean air and Tasmania's proximity to the ozone hole over Antarctica, the sun here is stronger than you might expect and can burn in as little as 15 minutes, so wearing sunscreen is recommended.

Organisation structure

The Hutchins School Board is governed by the Christ College Act 1926 and is responsible for the Governance of the School. The School Board consists of nine members: the Bishop as Visitor, three members appointed by the Visitor, five members by the Hutchins School Old Boys' Association and one by the Christ College Trust. The current Chairman is Mr Andrew Walker.

Each Board member is appointment for five years, with an option to continue an additional five years upon the invitation of the Appointer in consultation with the Chairman of the Board.

The Hutchins School Board is supported in its work by three committees composed of members of the Board. The committees are Finance, Audit and Risk; Property and Development; and Policy and Planning.

The Headmaster and the Chief Operating Officer report directly to the Board. The School is comprised of

- Outside of School Hours Care
- Early Learning Centre – Pre-Kindergarten to Year 2

- Junior School – Years 3-5
- Middle School – Years 6-8
- Senior School – Years 9-12

Pre-employment checks

The Hutchins 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,

- comprehensive reference checks
- an identity check
- Registration to Work with Vulnerable People check
- national criminal history record check
- COVID-19 vaccination status

All staff are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School. Teachers are also required to be registered with the Teachers Registration Board of Tasmania and to uphold their Code of Professional Ethics and Professional Teaching Standards.

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

Dependant on the position, a pre-employment medical may be required. This will be specified on the Position Description.

Safeguarding children

Purpose

The Hutchins School's recruitment and screening procedures have been developed to ensure that our school recruits personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

Commitment

The Hutchins School is committed to safeguarding children and young people. Applicants are encouraged to read our Safeguarding Children and Young People Policy

<http://www.hutchins.tas.edu.au/policies>

Face-to-face interview

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

References

We conduct a minimum of 2 reference checks for all shortlisted candidates as a means to gather additional information about suitability to work with children and the ability to fulfil the role.

Professional referees are required and must meet the following conditions:

Professional referees (minimum of 2):

- a representative of current or most recent employer
- 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:

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

The referee checks will involve direct contact with the referee. Written character references are not sufficient.

The role

We have a fantastic opportunity for a suitably qualified and experienced teacher to join our English and Modern Languages Faculty.

The position is available from the beginning of Term 3, 2022 through to the end of Term 4, 2022 and possibly beyond.

To be successful in this role you will:

- have previous experience and qualifications in Teaching English to Secondary School students;
- work both independently and co-operatively with other staff members;
- demonstrate experience using a variety of relevant ICT hardware and software;
- actively support the values of the School and Code of Conduct;
- genuinely support our teachers to meet the learning needs of students; and
- communicate effectively with a wide range of people including students of all ages and academic levels.

Applications close 9.00am Monday 27 June 2022.

Selection criteria

To be considered for this role candidates will need to address the following in the application. In **no more than a page**, please address the following question:

- Based on your qualifications, experience and personal capabilities, tell us why you would be an outstanding Teacher of English.

Submitting your application

1. Your application for this role must include a response to the question and your curriculum vitae. Please save your application as a PDF. If you wish to include a covering letter, please make it a part of this document and ensure that your covering letter is no longer than a single page and addressed to the Headmaster of The Hutchins School. Please include at least two workplace referees.

2. Submit your application by **9.00am Monday 27 June 2022** via the advertisement on Seek.

For further information please contact Human Resources via humanresources@hutchins.tas.edu.au

Those candidates whose written applications clearly address the questions will be further considered in our selection process.

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.

We take your privacy seriously. To find out about how we safeguard your personal information please refer to our [Privacy Policy](http://www.hutchins.tas.edu.au/privacy) (www.hutchins.tas.edu.au/privacy).

THE HUTCHINS SCHOOL

Position Description

Position title	Teacher
Reporting to	Head of Faculty
Direct reports	N/A
Full time equivalent (FTE)	1.0
Classification	Paid in accordance with the Education Services (Teacher) Award 2020 and The Hutchins School (Teachers) Enterprise Agreement 2022
Role specific check	Tasmanian Registration to Work with Vulnerable People (RWVP) Current registration with the Teachers Registration Board Tasmania National Police Record Check Health Check Hearing test
Role specific resources	Laptop

Background and context

The role of 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 School.

Key relationships

- Head of Faculty
- Deputy Headmaster/Head of Senior School
- Head of Teaching and Learning
- Parents/carers

Key accountabilities

- An ability to carry out curriculum planning; program design and implementation; including assessment and reporting with a focus on formative assessment techniques including the use of reflective practice with students.
- Recognise that 'off class' teaching and learning opportunities contribute to the ongoing success of students.
- An ability to build and maintain positive relationships with all students recognising the role of pastoral care in meeting all aims and objectives of the School, faculty and of the teaching program. In building relationships with students recognising and participating with mixed abilities through the provision of a differentiated teaching and learning program. Support colleagues in fulfilling a rewarding education program for all our students.
- An ability to build and maintain positive relationships with all staff, contributing to faculty and individual professional learning requirements, leading and exercising initiative in embracing change in pedagogy, technology, teaching resources and new and innovative directions.
- Skills and understanding of design-based education, both from an aesthetic and process driven approach.
- Willing to work in the frameworks of the Australian Curriculum (Years 6-10) and the Tasmanian Assessment and Certification Courses (TASC Years 11-12).
- Experience with students undertaking design briefs and generating personal study portfolios.
- Recognition of the importance and capacity to hold a variety of skills with tools, equipment, technology and materials.
- Understanding the role Work Health and Safety plays in education and the workplace; supporting the faculty to meet its requirements.
- 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/carer information sessions, student work showcases, parent/carer 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 student records on each student's learning.
- 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.

Students

- Setting standards of student behaviour, school uniform and the care of property and other resources.
- Pastoral care and disciplinary actions.

School environment

- Maintenance of the School's environment to enhance its aesthetic appeal and general tidiness.
- Commitment to the Anglican ethos of The Hutchins School.

Capabilities, Qualifications and Experience

Capabilities

Essential:

- Knowledge and experience in planning and delivering a curriculum that develops 21st century learning skills, with a particular emphasis on the areas of collaboration, creativity, critical thinking and communication.
- Knowledge of Australian Curriculum.
- Provide explicit teaching to ensure students have sound ICT skills to enable the use of devices in classrooms to focus on enhancing learning.
- Ability to evaluate the use of software to ensure it benefits student learning as students progress from Prep to Year 12.

Qualifications and Experience

- Willingness to teach Junior (Year 6) through to Senior (Year 12) students.
- Open to professional growth/development with curriculum disciplines and pedagogy.
- Exercise leadership, planning and running staff based faculty specific activities.
- Ability to create and maintain an online teaching and learning space (LMS).
- 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.

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 Guidelines and The Hutchins School Code of Conduct, as updated from time to time.

Therefore, 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)

- 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.
- 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.

