

# Teaching Vacancies

## 2023 - Ongoing



## Application Process

Applications are invited from engaging, innovative experienced educators and graduates for the following ongoing teaching roles commencing 27 January 2023.

- **Mathematics (Years 7 – 12)**
- **Special Education**  
with a component of other teaching methods
- **VCE VET Business**  
with subjects from either Humanities, English, R.E.
- **VCE Legal Studies, Business Management**  
with subjects from either Humanities, English, R.E.
- **VCE Vocational Major**  
Personal Development, Work Related Skills,  
with a component of other teaching methods
- **Careers and Partnerships**  
with a component of other teaching methods

Applications for a part-time position will be considered.

The successful applicants will be expected to support and uphold the Strategic Direction of the College. They will be supported by the leadership structures within the College, as well as an effective Professional Learning program.

The successful applicants will be required to have current VIT registration.

The full terms and conditions are in accordance with the VCMEA (2018).

**For all details, please visit the Employment section on the College website at [www.avemaria.vic.edu.au/about/employment](http://www.avemaria.vic.edu.au/about/employment)**

**Applications close 4.00pm Monday, 15 August 2022**

These will be assessed as they are received. Therefore candidates may be contacted prior to the application closing date.

## **Information provided**

- College Overview
- Position Description
- Application Process (this document)
- Application Form

Please read and review the College's **Child Safety Code of Conduct** and **Child Safety Policy** found on the **Child Safety** page of our website.

If you require further information about the advertised positions, you are invited to contact the Human Resources and Compliance Manager on 9331 9335 or via email at [Anthony.Kirley@avemaria.vic.edu.au](mailto:Anthony.Kirley@avemaria.vic.edu.au)

## **Application Requirements**

Applicants for the positions currently advertised are asked to ensure that the following documentation is submitted:

1. A *completed* Application Form
2. A one-page cover letter addressed to the Principal, Tanya Hutton, outlining your interest and suitability for the position
3. A statement of no more than two pages addressing the Selection Criteria contained in the relevant Position Description.
4. A current Curriculum Vitae, including scanned copies of any academic transcripts, your V.I.T. registration and proof of identification.

Applications are to be submitted electronically, directed to the principal via [employment@avemaria.vic.edu.au](mailto:employment@avemaria.vic.edu.au) with the position title listed in the subject line.

## **Timeline**

- Positions will be advertised from Friday, 5 August 2022
- Closing date for Applications is **4.00pm Monday, 15 August 2022**
- Candidates for interview will be advised by Friday, 19 August 2022
- Interviews, conducted by a panel, will be scheduled between Tuesday, 23 August 2022 and Friday 26 August 2022.
- All candidates interviewed will be contacted with the outcome of their application by Monday, 5 September 2022.

***Ave Maria College is committed to the safety, wellbeing  
and protection of all children in our care.***