

## Position description



# SECONDARY TEACHER – LOTE (FRENCH, ITALIAN, JAPANESE OR INDONESIAN)

<b>REPORTING TO:</b>	Principal
<b>APPOINTMENT:</b>	Full time, ongoing
<b>CLASSIFICATION:</b>	PVCC Enterprise Agreement 2020

## ABOUT THE COLLEGE

Plenty Valley Christian College is a Kindergarten to Year 12, co-educational Christian College of approximately 820 students. We are one College with four sub-schools, Kindergarten, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

## EMPLOYEES

Teaching staff at Plenty Valley Christian College are selected on the basis of outstanding professional and personal qualities. Expectations include:

- A minimum of four years tertiary training.
- Current Victorian Institute of Teaching Registration
- A clear sense of calling and desire to work with and teach students within a Christian school.
- A commitment to a relationship of faith and obedience to God that is lived out in both personal and communal aspects of life. This would be evidenced by a clear understanding and acceptance of the deity and redemptive work of Christ for them personally, ongoing commitment to living out a Christian lifestyle as described in the College statement of faith, commitment to private and corporate worship, prayer and Bible study and regular involvement with a Christian church community or fellowship group.
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College.

## Role description

- Work collaboratively as a member of our teaching team.
- Teach Secondary LOTE (French, Italian, Japanese or Indonesian) including VCE.

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- Potentially teach other subjects, including devotions/Biblical Studies, that the Principal believes they are capable of teaching.
- Integrate a Biblical perspective into their programming and teaching.
- Interpret and apply curriculum and programming materials according to the whole College direction and plan accordingly.
- Attend all staff meetings.
- Fully support and participate in the co-curricular activities of the school.
- Develop a disciplined, interesting classroom environment that uses varied teaching strategies and differentiation that stimulates and nurtures a love of learning in students.
- Help identify and provide for children with particular needs, through liaison with the relevant College staff.
- Nurture the spiritual and personal development of the students in your care by encouraging positive, caring relationships, a sense of wonder and gratitude for the world we live in, and through healthy discussion and prayer.
- Be computer literate and committed to integrating the use of computer and information technologies in the curriculum.
- Communicate with parents with regard to relevant activities, particular issues for their child and to answer enquiries.
- Participate in an annual Performance Review Program.
- Other related duties as required by the Principal from time to time.

### Accountability and extent of authority

Teachers work closely within their assigned teams. They report to KLA Leaders for learning and teaching aspects and to Heads of Sub-school for Wellbeing aspect of their responsibilities. They ultimately report to the Principal.

### Interpersonal skills

- Punctuality.
- Relate well with staff, students, parents and visitors.
- Flexibility and commitment to teamwork and collaboration.
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness.

### COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

**Risk management** – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

**Occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

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**Equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

**Code of conduct and dress code** – comply with all standards.

*The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.*

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## POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

### Incumbent:

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_

### Manager

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_