

Position description

SECONDARY TEACHER - ENGLISH



REPORTING TO:	Principal
APPOINTMENT:	Full Time, Fixed Term
CLASSIFICATION:	PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 830 students. We are one College with five sub-schools: Kindergarten, Early Years, 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

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work with and teach students within a Christian school
- 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
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Secondary Teacher role is to create a positive learning environment that promotes the growth and development of the whole student. Classroom teachers are trusted professionals, responsible for the care, learning and wellbeing of students. In keeping with this trusted position, teachers at PVCC are required to conduct themselves at all times in a manner that gives the highest priority to the safety and wellbeing of the students in their care. As education professionals, classroom teachers are expected to maintain a standard of practice that is consistent with the AITSL Australian Professional Standards for Teachers.

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POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the teaching team, and members of a Christian learning community, the Secondary Teacher plays a pivotal role in instructing students in a manner that is consistent with the values of the College and Biblical principals.

RESPONSIBILITIES:

- Modelling Christian leadership and promoting the College and Christian education.
- Provide a child safe environment in accordance with the child safe standards and obligations
- Teach English from Years 7 to Year 12
- Integrate a Biblical perspective into their programming and teaching
- Maintain high standards of professional communication with all stakeholders

Specific Duties

- Have the content knowledge and pedagogical practice to meet the diverse needs of all students
- Work collaboratively as a member of our teaching team
- Potentially teach other subjects that the Principal believes they are capable of teaching
- Interpret and apply curriculum and programming materials according to the whole College direction and plan accordingly
- Engage professionally with colleagues, parents / carers and the community
- Work with school leadership to develop a shared vision of highly effective teaching practice
- Monitor, evaluate and report student progress in accordance with the College's ongoing reporting framework
- Attend all staff meetings
- Engage in wide ranging Professional Development to ensure professional growth and contemporary teaching knowledge is maintained
- Fully support and participate in the co-curricular activities of the school
- Participation in Parent Teacher Interviews, staff meetings, open days, camps and excursions where required
- Maintain accurate and reliable records and pastoral concerns and actions in SEQTA
- 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 Professional Learning Cycle
- Other related duties as required by the direct management or Principal

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ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY

The English Teacher is responsible to the KLA Leader - English on a day-to-day basis for learning and teaching aspects and to Heads of Sub-School for the wellbeing aspect of their responsibilities. They ultimately report to the Principal. The English Teacher has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College and on approved activities outside the College. The English Teacher, in consultation with the KLA Leader and HoSS, may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working.

ESSENTIAL SKILLS AND COMPETENCIES

Specialist skills and knowledge

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Qualifications in the English field
- Ongoing commitment to understanding pedagogical frameworks underpinning their discipline
- Understanding of relevant VCE study designs and their effective implementation
- An ability to plan, reflect, work and manage time effectively with minimal supervision

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with students, staff, parents and professionals
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative

Essential requirements

- Hold an approved qualification or equivalent pursuant to the National Law and Regulations
- Hold a current VIT Registration
- Hold and maintain an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification

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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.

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.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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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.

Employee:

Name _____

Signature _____ **Date** __/__/____

Manager

Name _____

Signature _____ **Date** __/__/____

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