



# Donvale Christian College

## POR Position Description

<b>Position:</b>	Head of Junior Secondary
<b>Position details:</b>	Full-time commencing January 2023 Ongoing Secondary teaching role (0.40 FTE) with 3-year Position of Responsibility (POR) 0.60 FTE
<b>Accountable to:</b>	Deputy Principal - Head of Secondary
<b>Major relationships:</b>	Secondary Leadership Team
<b>Other key relationships:</b>	Year Level Coordinators (YLC) Year 7 to 9 Student Support and Wellbeing Staff

### Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the Position Description. Three referees are required to be listed, – included in the three is to be one church reference demonstrating an active faith.

Applications which will be received as advertised until **Friday, 7 October 2022** and should be marked '**2023 HEAD OF JUNIOR SECONDARY**' and sent via email to:  
[employment@donvale.vic.edu.au](mailto:employment@donvale.vic.edu.au)

The College does not accept unsolicited agency approaches. We expect candidates to apply directly.

### Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1500 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Principal is appointed by the Board and together they appoint staff.

Members of the Donvale Christian College community come from many different Christian faith traditions. To ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith

and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College and to be members of a Bible based worship community.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safe Code of Conduct and the College's Child Safe Policy. Applicants are required to provide a valid Working with Children Check/VIT and will be subject to background checking in accordance with this policy.

### **Role Description:**

This leadership position has been formed to help build and strengthen the future culture of the Junior Secondary School. The leader will be committed to the College's Christian ethos and values and will possess excellent skills in leadership and management. The person will assist in the operations and leadership of the Junior Secondary school at the College and to provide support to the Head of Secondary.

The core business of Donvale Christian College is to be a biblically directed learning community. Everyone and everything in this community serves this purpose. Each person in the College community has been gifted by God to make his or her contribution to the learning and teaching for which God has brought the College into being.

### **College requirements**

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

### **Key accountability**

The Head of the Junior Secondary will be primarily accountable to the Head of Secondary. They will work alongside the Director of Teaching and Learning and the Director of Christian Foundations.

The Head of Junior Secondary will work with the Learning Support Leader (Secondary), Year Level and Faculty coordinators, Wellbeing coordinator, Learning innovation leader, administration and operations staff.

### **Principal Accountabilities – Head of Junior Secondary (0.60 FTE):**

#### **Oversight of junior secondary student culture**

- Ensuring primacy of Christian ethos in the culture of Junior Secondary.
- Ensuring and encouraging opportunities for faith development.
- Ensuring primacy of a learning culture within the Junior Secondary.

- Oversight of student learning progression (Year 7 to 9).
- Oversight of the curriculum handbook (Year 7 to 9).
- Promoting expectations and activity around values and behaviour via our care and conduct policy/student code of conduct.
- Supporting YLC's with behavior management.
- Support Year 9 transition to the College's Hall Rd Campus.
- Liaise with parents (supporting YLC) regarding learning or behavioural issues including learning intervention meetings.

#### **Other duties**

- Participate in Secondary Leadership meetings and responsibilities - including staff support and broader Secondary initiatives.
- Support the Appraisal process.
- Participate in curriculum/allotment discussions (Year 7 to 9).
- Participate & Lead YLC meetings.
- Work with Wellbeing coordinator with strategic planning of equip program (Year 7 to 9).
- Work with YLC's (Year 7 to 9) in developing camp themes and outcome progression.
- Child Protection Officer.
- Other duties as directed.

#### **Teaching allocation**

- Teach as required (0.40 FTE) in accordance with the Position Description set out below.

#### **Principal Accountabilities – Secondary Teaching (0.40 FTE)**

- Plan and deliver teaching of Biblical perspectives integrated in each subject area, taking daily home group.
- An ability to work with others within the faculty at developing Christian perspectives within the curriculum.
- A deep understanding of current teaching and learning practices in the subject area at secondary level.
- An ability to design appropriate learning activities and assessment tasks at Years 7 to 12.
- Plan and implement an educational program that caters for the learning styles and academic needs of individual students. Maintain records that provide tangible evidence of thorough planning.
- A keen interest in working with the learning technologies available within an ICT environment to enhance student learning.
- An interest in working with students of varying ability levels.
- Creating flexible environments that support learning, enabling students to gain knowledge, reflect, engage, discover and explore.
- Prepare teaching aids and student resources.
- Maintain up to date and accurate records on the College central assessment database that evaluate the progress of students.
- Communicate and liaise with parents: Report to parents through written reports at the end of each semester, interviews and other informal means.

- Design curriculum and prepare learning experiences which nurture the development and growth of students within the subject area.

### **Pastoral Care, Child Safety, Discipline and Classroom Organisation**

- Sustain an environment of Christian care and support based on Biblical principles taking daily devotions.
- Ensure that the classroom is a place where all class members are respected and where students feel safe.
- Commitment to promoting and protecting the interests and safety of children.
- Ensure that the classroom is an academically and visually stimulating place to learn.
- Establish and maintain a good rapport with students.
- Establish and reinforce appropriate codes of behaviour.
- Communicate with Year Level Coordinators and Faculty Coordinators.

### **School Organisation**

- Complete assigned yard duty and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights as designated.
- Prepare for and attend Parent Information Evenings as required.
- Prepare for and attend weekly Staff meetings and other team meetings.
- Prepare for and attend any meetings called by Secondary leadership team.
- Prepare for and attend special events designated by the College, some examples are Open Day, Annual concerts, Sporting Programs and Thanksgiving service.
- Participate on committees as required.
- Attend and support staff devotions and lead devotions in staff meetings as rostered.
- Attend Camps as required.
- Attend Board/Staff functions as arranged.
- Other duties as directed.

### **Personal and Professional Development**

- Nurture personal faith development and spiritual growth.
- Pray for students.
- Participate in annual Appraisal and Professional Development program.
- Update and supplement teaching qualification with reading and professional development courses or conferences annually.
- A willingness to participate in professional development activities, and to share skills with others in your team.

### **College Expectations**

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ in order to meet organisational objectives. This includes demonstrating appropriate and professional

workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.

- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Comply with all College policies including Occupational Health and Safety.

### **Position Requirements: Knowledge and Experience**

- Tertiary qualification in Education
- Experience in pastoral care and learning leadership (House/Year Level Coordinator)
- Registration as a qualified educator (VIT)
- First Aid certificate (level 2)
- Course in First Aid Management of Anaphylaxis and Asthma
- A proven record of or ability to implement education programs
- Highly developed interpersonal skills
- Highly developed Information Communication and Technology skills

### **Applications to include:**

- Applications which will be received as advertised until **Friday, 7 October 2022** and should be marked **2023 HEAD OF JUNIOR SECONDARY'** sent via email to: *employment@donvale.vic.edu.au*
- Including a **covering letter**
- Provide a **Professional teaching reflection** addressing the following areas as set out below.
- Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
- **Three referees** are required to be listed, – included in the three is to be **one church reference** demonstrating an active faith.

### **Included in application please identify knowledge or ability in the following areas:**

*Professional teaching reflection addressing the following areas. These selection criteria will form the basis to assess applicants for short-listing*

- Perform your responsibilities in a manner which reflects the College's mission.
- Demonstrated experience in leadership or ability to lead the junior secondary team.
- Describe and detail your capacity and experience to deliver your subject area/s.
- Reflect on your thoughts and any experience regarding teaching in a Christian context.
- Pastoral heart for student welfare, community connectivity and parent partnership.
- Reflect on relevant technological skills.
- Comment on your experience working with teenagers in an out of a school context.

### **Remuneration**

- According to Donvale Christian College's salary scale plus a POR allowance. This is based on qualifications and experience.

*The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.*