



Donvale Christian College

Position Description

Position: 2023 Primary Classroom Teacher with Position of Responsibility

Position Details: Full-time
Ongoing Primary classroom teaching role with 2-year Learning Team Leader Position of Responsibility (POR)

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 **Wednesday, 21 September 2022** and should be marked '**2023 PRIMARY CLASSROOM TEACHER POR**' and sent via email to:
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
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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:

The Primary Classroom Teacher is responsible for the implementation of a learning program that reflects the mission of the College and is appropriate to the needs of the students.

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.

Professional relationships:

- Responsible to the Executive Principal via the Deputy Principal (Head of Primary).
- Liaise with Deputy Principal (Head of Primary), Director of Teaching and Learning, Director of Christian Foundations, Deputy Head of Primary, Year Level Leader and teachers, specialists and Learning Support staff.

Principal Accountabilities – Classroom Teacher

Teaching

- Plan and deliver teaching of Biblical perspectives integrated in each subject area, taking daily devotions lessons and Christian studies.
- 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.
- Creating flexible environments that support learning, enabling students to gain knowledge, reflect, engage and discover.
- 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.

Pastoral Care, Child Safety, Discipline and Classroom Organisation

- Sustain an environment of Christian care and support based on Biblical principles taking daily

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devotions.

- Ensure that the classroom is a place where individual rights are respected by all class members and where students feel safe.
- Maintain a classroom that is physically and emotionally 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 specialists and be familiar with specialist programs.

School Organisation

- Complete assigned playground and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights and Parent Information Sessions as required.
- Prepare for and attend Staff meetings and Year Level meetings.
- Prepare for and attend any meetings called by the Deputy Principals or Year Level Leaders.
- Prepare for and attend special events designated by the College, such as 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.
- Carry out staff room duty as rostered.
- Attend Board/Staff functions as arranged.
- Attend Camps as required.
- Undertake policy and procedure training as directed.
- Other duties as directed.

Personal and Professional Development

- Maintain a personal walk with God
- Pray for students
- Participate in annual Appraisal and Professional Development program
- Conduct in-service sessions as designated.
- Update and supplement teaching qualification with reading and professional development courses or seminars annually.
- Possible future leadership opportunities.

Principal Accountabilities – Learning Team Leader POR

Term: 2 years. The Learning Team Leader will meet with the Deputy Principal at 6 months and other times during the first year to review progress and feedback.

Purpose: The purpose of the Learning Team Leader is to provide leadership and direction, to promote and develop a coherent and positive learning team, in order to increase effectiveness of teaching and learning.

Professional Relationships:

- Head of Junior/Senior Primary
- Head of Curriculum Development (Primary)
- Director of Christian Foundations

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- Primary leadership Team
- Learning Support Team Leaders and Staff
- College counsellors
- Classroom and Specialist Teachers

Specific Tasks, Events and Responsibilities:

To support and promote the educational mission and core values of the College, namely, 'to provide Christ-centred education and through high quality teaching and learning in a nurturing, stimulating and Biblically directed environment enable students to grow in their understanding of God's world and in their commitment to serving Christ in all areas of life'.

Curriculum

- In consultation with Head of Junior/Senior Primary, Head of Curriculum Development, support staff in the development, review and documentation of subjects that provide rich content, integrate Biblical perspectives, involve creative learning strategies and incorporate appropriate learning technologies.
- Organise Learning Team meetings that aim to
 - a. Provide discussion of teaching and learning
 - b. Enrich teaching and learning in year level
 - c. Maintain guaranteed curriculum
- Oversee the compilation of written planning documents of all subjects in the Learning Level.
- Ensure a two-way communication with the Head of Curriculum Development in developing the Learning Level in line with the school policy including submission of term planners and overviews.
- Facilitate the continuing evaluation of the effectiveness of the Learning Level and periodically reviewing Learning Level aims and objectives. This should include examining other school programs.
- Authorise excursions and school visits within the Learning Level, ensuring that they meet the specified criteria, including risk management and College procedures.
- Compile supplies and stationary lists for the Learning Level.
- Ensuring the Learning Level curriculum meets the needs of the total range of students.
- Have an awareness of students with particular learning issues in the level through liaison with Head of Learning Support.
- Ensure the Learning Level fully supports the College's integration of learning technologies across the curriculum.
- Promoting and reading current literature, attending professional learning and evoking discussion, keep abreast of current trends in curriculum, teaching and learning in the Learning Level.
- Provide leadership in developing an approach to home learning in the Learning Level.
- Commit to College philosophy to promote awareness to develop, maintain and oversee appropriate extension activities and acceleration programs for talented students.
- Provide ideas and leadership for staff on creative teaching strategies and ideas.
- Meet with the Head of Junior/Senior Primary (and consult at times Head of Curriculum Development and the Deputy Principal prior to team planning times to discuss term overviews and agendas.
- help staff to develop and nurture a Christian learning community that is characterised by justice, respect, compassion, honesty, trust and grace.

- provide leadership and direction to development and the general promotion of the learning area as part of the total school program.
- to encourage a sense of identity across the year level and a positive approach to learning and participation in the life of the College.
- to manage and administer the learning team effectively and efficiently.

Learning

- encourage teachers in the year level to promote students to strive for excellence at every opportunity.
- provide opportunities to enable each team member to reflect on his/her classroom practice, in order to increase the effectiveness of their teaching and the learning of the students in their care.
- identify/target and make provision for brighter students in the year level.
- encourage learning team to refer students in need of support to the Learning Support team who will advise on learning assessments/strategies for particular learning needs.
- attend regular PLT meetings.
- implement programs, appropriate to the Year Level, which provide students with the opportunity to participate positively in the life of the College
- liaise in the planning, implementation and evaluation of curriculum offerings
- work with the Heads of Junior/Senior Primary, Deputy Principal and other Learning Team Leaders to ensure the transition process is effectively structured and managed
- develop an environment within the team that will ensure the members of the learning area can create optimum learning conditions for their students.
- conduct, support and encourage the development of whole staff learning meetings to promote effective teaching and learning.

Assessment

- implement the College assessment and reporting policy and timeline for year level.
- encourage staff to meet assessment and reporting deadlines.
- provide leadership, advice and direction to staff on creative assessment techniques.
- maintain the schedule and input of central students records to our database.

Students

- create a positive, collective learning demeanour/culture and a sense of cohesion among the Year Level.
- oversee, develop and promote within the year level the academic progress/learning process and well-being of students.
- conduct/facilitate regular Year Level assemblies.
- manage student compliance with College rules in regard to work, attendance, dress code and behaviour (liaise with classroom teachers).
- conduct Time Out session.
- liaise with the Deputy Principal and Heads of Junior/Senior Primary regarding welfare problems at the year level, students, staff and parents.
- manage year level environments – classrooms/yard spaces/play spaces.

Special Events and promotions

- create a year Level culture that is welcoming and engaging/energising for all students
- plan for and organise year Level excursions, camps (where required), end of year program and special programs to ensure that College guidelines and policies are observed.
- contribute to "Networks", where appropriate through year Level updates.

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- liaise with primary management through Deputy Principal and Heads in the planning, implementation and evaluation of special programs including activities, camps and excursions conducted at the year level.
- to maintain the Year Level's Program Budget, including the Excursion Budget.

Staff

- support classroom strategies and the implementation of the College Curriculum, Welfare and Discipline policies with your team
- convene and conduct 'Learning Focused' meetings of teachers who teach at the year level and other relevant staff
- in the absence of a team member liaise with the Casual Relief Teacher to inform about the year Level routines, structures, and daily timetable.
- generate discussion amongst the team that enables each team member to reflect on his/her classroom practice.

Parents

- promote and make aware to communicate effectively with parents and staff on matters relating to the academic progress, welfare and behaviour of students.

Accountability

- conduct an annual minor review of the year Level Program and report to the Deputy Principal.
- carry out other duties as directed by Deputy Principal.

Finance

- monitor the spending of the year level.
- coordinate the Student supplies ordering and distribution for the year level.
- Be responsible for all expenditure in the learning area.
- Liaise regularly with the Deputy Principal in respect to invoicing and ordering.

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\ s 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
- Registration as a qualified educator (VIT)

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- 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

Remuneration

- According to the Donvale Christian College's salary scale based on qualification and experience plus a POR allowance.

Applications to include:

- Applications which will be received as advertised until **Wednesday, 21 September 2022** and should be marked '**2023 PRIMARY CLASSROOM TEACHER POR**' and sent via email to: *employment@donvale.vic.edu.au*
- Including a **covering letter** addressing the selection criteria 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 their responsibilities in a manner which reflects the College's mission.
- Understanding and passion to teach with Biblical perspectives.
- Reflections on a contemporary learning environment and how to allow for effective teaching and learning.
- Pastoral heart for student welfare, community connectivity and parent partnership.
- List evidence of personal ICT skills relevant to the position.
- An excellent personal reputation as an educator and hold current VIT registration.
- Demonstrated experience in leadership as a Team Leader or similar position.

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.