INFORMATION PACK
Secondary Physical Education Teacher and Outdoor Education Teacher
2017
Job Title:
Physical Education and Outdoor Education Teacher at Northside Christian College, Bundoora Victoria.

FTE: 0.8 – 1.0

College Information:
Northside Christian College is a Prep to 12 co-educational Christian College located in the northern suburbs of Melbourne. We are a small but expanding Christian learning community with 300 students on roll from the beginning of next year. Our Mission Statement, ‘Transforming lives through Christ and the wonder of learning’ sums up our passion and commitment to provide high quality life-long learning that will equip our students to face the challenges of life with hope, faith and love. The College’s Christian values provide learning and social environments that enable our students to grow and flourish. This is an exciting position for an individual with a strong commitment to Christian education with the capacity to develop high quality twenty first century relevant learning programs.

Application Process:
The position begins in January 2017. Applicants should visit the College Website, www.ncc.vic.edu.au, fill in an application form and submit to Mrs Fleur Tucker, PA to the Principal by email to fmtucker@ncc.vic.edu.au and accompanied by a cover letter and supporting documentation. The cover letter should address the following as well as the key selection criteria.

- Experience and expertise in leadership and teaching, including what you value in education, your teaching style and experience
- Commitment to and understanding of Christian Education
- A brief outline of your faith journey and current Church involvement

Closing Date: 5pm, Wednesday 21st September

Position Information:
Key Selection Criteria:

- Current VIT registration
- Suitable tertiary qualifications
- A demonstrated passion for Physical Education and Outdoor Learning Experiences for Secondary Students with experience of planning, preparing and facilitating outdoor learning experiences/camps with knowledge of relevant risk management processes.
- Demonstrated successful teaching experience with capacity to initiate improvement in teaching, learning and classroom practice
- Educational leadership skills with the ability to work in teams in planning school sporting events
• Experience in bushwalking, canoeing, kayaking, mountain biking, top rope climbing and abseiling
• Well developed communication and interpersonal skills with the ability to build relationships, respect and trust with students, staff and parents
• Ability to plan and manage resources and/or equipment effectively
• An understanding of and commitment to Christian education
• An understanding of 21st Century education and the use of digital technologies as it relates to physical education.

**Highly desirable criteria**

• Wilderness First Aid, certificate Bronze Medallion, Light ridged licence
• Specific qualifications in Outdoor Education

We are seeking to appoint a highly-motivated individual with excellent interpersonal and communication skills and a passion for providing excellent learning experiences. If you believe you match our criteria, we would love to hear from you.
TEACHER POSITION DESCRIPTION

Job Title: Secondary Teacher

Responsible to: The Principal through the Directors of Secondary Learning

Job Summary: Promote the purposes, mission and ethos of the College through the establishment of a quality Christian teaching and learning program, and the modelling of appropriate standards of behaviour.

Main Functions and Responsibilities

Educational

- Develop a positive and effective teaching and learning environment;
- Foster strong and effective partnerships with parents for the benefit of students’ learning;
- Plan appropriate differentiated assessment and reporting for student learning; provide timely feedback to students including strategies for improvement;
- Plan appropriate homework, according to the guidelines set in the College’s Policy and provide regular feedback to students;
- Provide a copy of a course outline, learning outcomes and assessment for teaching program using the appropriate platforms such as Schoology, Rubicon Atlas and Edumate;
- In partnership with other staff, participate in curriculum development with a Christ-centred focus and of the highest quality;
- Identify students with special needs and in consultation with the Head of Learning Support, and relevant Director of Learning to develop a program for that student;
- Implement the College’s Behaviour Management Policy;
- Perform extra duties as allocated annually. These may include, for example, the following: yard duty, sports days, open days, camps, excursions, mentoring of new staff, Parent-Teacher Interviews, and other activities as required by the Committee of Management and Executive Leadership Team;
- Organise extra-curricular activities, such as service learning programs, mission, lunchtime activities, parent volunteers and other activities in consultation with the Executive Leadership Team;
- Perform teaching duties as required by the Executive Leadership Team or Principal;
- Undertake and keep records of approved professional development (PD) in consultation with the appropriate Director of Learning;

Administrative

- Be familiar with the Staff Handbook and comply with its contents

- Implement the College’s policies and practices;
- Contact the Daily Organiser, preferably prior to 7.30 a.m. should you not be able to perform teaching duties that day;
- Provide formal written reports at the end of Semester 1 and 2, verbal reports of student progress as per the Assessment and Reporting Policy;
• Provide timely formative and summative appraisals of student’s progress for their own benefit in learning and for parents, the Executive Leadership Team and potential employers and providers of further education;
• Attend Staff Work Days, staff meetings, team meetings, daily briefings/times of devotion, relevant curriculum meetings, teaching staff meetings, and parent-teacher interviews;
• Contribute to the work of the College committees as appropriate;
• Ensure that accurate daily attendance rolls, copies of all student assessments and grades are kept;
• Ensure that a duty of care is exercised at all times, through active supervision of students;
• Contribute to the work of College committees charged with areas of supervision and development of the College, being a member of a committee where appropriate;
• Contribute to the selection of appropriate educational resources for the use of students and staff, in consultation with the relevant Director of Learning/Business Manager, with reference to the College’s vision and Strategic Plan;
• Seek approval from the Principal, should you require to be away from the premises for extended periods of time;
• Under normal circumstances staff are to undertake their preparation release time at the College.

Financial
• Contribute to the forming of the budgets in areas of their responsibility and then to operate within the set budget;
• Exercise Christian standards of stewardship in the management and care of physical resources under their disposal;
• Provide timely advice to the Principal/ Director of Learning of any deficits in materials and other provisions for their classes;
• Raise OHS concerns with the Executive Leadership Team/OHS Committee;
• Keep alert to new funding sources, such as grants and then assist in grant applications, in consultation with the Executive Leadership Team and relevant Director of Learning