INFORMATION PACK
Primary Teacher
(6 month maternity cover)
2017
Job Title:
Primary Teacher

Initially, this position is six months maternity cover.

FTE: 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 at 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: Friday 7th October

Key Selection Criteria:

- Relevant tertiary qualifications;
- A commitment to life-long learning and a passion for teaching;
- A willingness to be a team player and work collegially with other staff;
- A willingness to explore and implement teaching and learning pedagogies that reflect research based best-practice;
- A strong commitment to creativity and innovation;
- Strong interpersonal skills;
- Excellent organisational skills;
- A desire to be involved in Co-Curricular Programs;
- A commitment to the Christian Faith;
- ICT Skills relevant to 21st Century learning;
- Must be an Australian resident and eligible to work in Australia;
- VIT registration must be held.
POSITION DESCRIPTION

Job Title: Primary Teacher

Responsible to: The Principal through the Director of Primary 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 their teaching duties

- 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

**Person Specification**

- Be an active member of the Christian church;

- Have a well developed understanding of the purposes of Christian education;

- Have relevant and appropriate tertiary qualifications in education;

- Have current VIT registration;

- Have an attitude of a servant leader;

- Be a suitable role model for students;

- Endeavour to have a genuine rapport with all students.

*This Job Description may change at the discretion of the Principal, and is subject to annual review.*

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.