

Teacher Position Description

Organisational Environment	<p>Northside Christian College is a co-educational school offering Christian education from Prep to Year 12. For more than 35 years the College has sought to provide high quality Christian Education and a caring, encouraging learning community for families within the northern suburbs of Melbourne.</p> <p>The College aims to maximise the potential of every child, equipping them for lifelong learning and the development of character based on Biblical values.</p> <p>Our mission statement, 'Transforming lives through Christ and the wonder of learning' encapsulates our God-given calling.</p>
Main Objectives	To promote the purposes, Mission and ethos of the College through the provision of high quality Christian education.
Accountability	Directly through both written and oral means to the relevant Director of Learning.
Key Internal Relationships	<ul style="list-style-type: none"> • Relevant Director of Learning • Teaching staff • Students • Learning support staff • Administration staff
Key External Relationships	<ul style="list-style-type: none"> • Parents/Guardians
Specific Accountabilities	<p><u>Educational</u></p> <ul style="list-style-type: none"> • 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 programs 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; • Identify students with special needs and in consultation with the relevant Director of Learning develop programs as appropriate to the individual needs of the student; • Implement the College's Behaviour Management Policy; • Perform extra duties as allocated. These may include, for example, the following: yard duty, sports days, open days, camps, excursions, mentoring of new staff, Parent-Student-Teacher Interviews, and other • Perform 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

- Implement the College's policies and practices;
- Be familiar with the Staff Induction Policy and comply with its contents;
- Contact the Daily Organiser, prior to 7.30 a.m. should you not be able to perform your teaching duties;
- Complete Continuous Online Reporting (CORP), provide formal written reports at the end of Semester 1 and 2, and verbal reports of student progress as per College Policy;
- Provide timely formative and summative appraisals of students' progress;
- Attend Staff Professional Learning 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 maintained;
- Ensure that a duty of care is exercised at all times, through active supervision of students;
- Contribute to the selection of appropriate educational resources both for student and staff usage, and in consultation with the relevant Director of Learning/Business Manager;
- 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;
- Raise OHS concerns with the Executive Leadership Team/OHS Committee

Financial

- Contribute to the formulation of budgets for areas of responsibility;
- Operate within the set budgets under the guidance of the relevant Director of Learning and Business Manager;
- Exercise Christian standards of stewardship in the management and care of physical resources under your disposal;
- Provide timely advice to the Principal/ Director of Learning of any deficits in materials and other provisions as required for educational programs;
- Remain 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 a 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 build genuine rapport with all students

Duty of Care	<p><u>Duty of Care</u></p> <ul style="list-style-type: none"> • Be familiar with school policy, rules and expectations • Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach • Giving, in so far as the teacher is able, the individual attention to which each student is entitled • Actively support the School's Code of Conduct and insist on acceptable standards of behaviour in students • Follow workplace health and safety procedures • Be punctual to classes, meetings and other duties • Supervise students whilst on grounds duty and afterschool detentions • Maintain records of student attendance at classes • Ensure early indications of concerns are communicated to parents.
Pastoral Care	<p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> • Take responsibility for the pastoral needs of students in your Class.
Child Safety	<p>Northside Christian College is committed to child safety, we have zero tolerance of child abuse. The Board, Leadership Team, staff, volunteers and contractors at Northside Christian College are required to abide by the Child Safety Code of Conduct. Our robust human resources, recruitment and vetting practices are strictly adhered to during our staff application and interviewing processes. Applicants should be aware that we carry out working with children checks, police record checks and reference checks as appropriate.</p>