

# Covenant College



Operated by: Geelong Christian Education Association

## PROFESSIONAL TEACHER – MIDDLE SCHOOL (Years 5-8)

### POSITION DESCRIPTION

<b>FTE:</b>	Full-time
<b>EMPLOYMENT TYPE:</b>	Continuing
<b>REPORTING TO:</b>	Direct: Head of Middle School (HoMS) Indirect: The Principal
<b>LOCATION:</b>	Covenant College, 105 Creamery Road, Bell Post Hill (Geelong)

### INTRODUCTION

Covenant College is a co-educational, Kindergarten to Year 12 Christian College operating in Bell Post Hill, Geelong.

It is expected that Teachers will work and act in accordance with the principles and beliefs set out in the College Biblical Basis Statement. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### POSITION SUMMARY

In this role you will develop and deliver Christ-centred education. This Middle School teaching position requires you to have the ability and passion to effectively teach, engage and educate students to reach their potential.

### ABOUT COVENANT

#### VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and teachers serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

**Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:**

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- A culture where the protection of children is embedded and fostered by the whole school community;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high-quality facilities and resources;
- The effective stewardship of assets, both human and physical;

- Students equipped for service and citizenship as an expression of their Christian faith;
  - Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
  - A culture of continued improvement, professional development and pastoral support among staff and the school community;
  - Effective communication with parents and the wider community.
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## **KEY RESPONSIBILITIES**

### ***Christian Ethos/Perspective***

- Demonstrate a commitment to serving Christ in Christian Education
- Direct devotional activities for homeroom, classes and pastoral care groups as allocated
- Implement the School's welfare and discipline policy
- Participate in the devotional life of the school, including attending and contributing to staff devotions
- Develop a partnership and rapport with the parents of the students in their care
- Perform any other tasks as requested by the Principal

### ***Educational***

- Exercise a pastoral responsibility for students in their classes
- Lead, inspire, support, and encourage students through teaching from a Christian worldview
- Make available to the relevant coordinator, within the first 3 weeks of any term, a teaching program that:
  - Contains Biblical Worldview perspectives of the curriculum to be covered
  - Meets the learning outcomes of the curriculum
  - Plans appropriate assessment and reporting for the learning
  - Plans appropriate homework, according to the guidelines set in the school's policy and provide a copy of a semester outline, learning objectives and assessment for their teaching program
  - provide sufficient documentation of the program, so that the program can be easily re-used or modified, in the future.
- Provide teaching instructions for a casual replacement teacher for planned and unplanned absences.
- Employ teaching methods that:
  - Are informed and guided by biblical principles
  - Ensure that classroom tone and conduct is conducive to the enjoyment and efficient learning of all students.
  - Ensure that in welfare and discipline matters, the school's policies and practices are adhered to
  - Assess students' work and keep accurate, up to date records of student progress
  - Ensure that relevant pedagogical methods are used in their classroom program
  - Critically reflect upon educational trends as well as your own professional practices and seek to improve
- Contribute to providing a physical environment which is attractive, clean, safe, stimulating and conducive to learning
- Perform co-curricular duties as allocated annually. These may include the following: yard duty, bus duty, sports days, camps, excursions, Association meetings and other activities as required by the Board and Leadership Team

- Organise extra-curricular activities, such as social service, mission, lunchtime activities, parent volunteers and other activities as required by the Leadership Team
- Perform teaching duties as required by the Leadership team or Principal
- Encourage and instruct in the care of school property, and other students' belongings
- Undertake a minimum of 2 days approved professional development (PD) per year. At least 2 days per year are provided during normal working hours and staff may be expected to undertake a further day equivalent of PD outside of normal working hours to upgrade qualifications as appropriate
- Provide parents with the opportunity to be involved with their children's school activities
- Contribute to the development, updating and implementation of the College's vision
- Identify students with special needs and in consultation with the HoMS, and Education Support Coordinator, develop an Individual Learning Program for that student if necessary
- Be aware of the minimum standards for professional practice, as set out in The Victorian Teaching Profession's Codes of Conduct and Ethics <https://www.vit.vic.edu.au/maintain/conduct/codes>

### ***Administrative***

- Be familiar with the Staff Handbook, and comply with its contents
- Be familiar with and implement the school's policies and practices
- Contact the Daily Organiser by to 6.45 a.m. should you not be able to perform teaching duties that day
- The hours under normal circumstances are 8.20 a.m. to 4.00 p.m. (Except for scheduled meetings). Additionally, you may be required to attend camps and attend work out of school hours from time to time due to Parent/Teacher interviews or College events etc.
- Provide formal written reports at the end of Semester 1 and 2, and interim and verbal reports of student progress, as per the College Assessment and Reporting policy.
- Provide timely formative and summative appraisals of students' progress for their own benefit in learning and for parents, school management, potential employers and providers of further education.
- Attend staff and section meetings, relevant Key Learning Area (KLA) meetings, Board/staff meetings, parent-teacher interviews, Association meetings and any other meetings the Leadership Team or Board may require.
- Regularly contribute to the work of relevant committees as appropriate.
- Assist in and implement the College's education plan.
- Ensure the accurate recording of daily student attendance.
- Ensure that accurate 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 school committees charged with areas of supervision and development of the school, being a member of a committee where possible.
- Contribute to the selection of appropriate educational resources for the use of students and staff, in consultation with Curriculum Coordinator/ Head of School, with reference to the school's vision and strategic plan
- Seek approval from the Principal or HoMS, should you require to be away from the premises during school hours, and always notify administration staff of your whereabouts.

### ***Financial***

- Contribute to the forming of the budget/s in your area/s of responsibility and operate within the budget set.
- Exercise Christian standards of stewardship in the management and care of physical resources under their disposal.
- Provide timely advice to the Principal/Head of School/KLA Coordinator of any deficits in materials and other provisions for their classes.

### ***Occupational Health and Safety***

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
  - To have knowledge of, and comply with the College's OHS policies and procedures
  - To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
  - Participate in relevant training and induction sessions
  - To report all incidents and/or potential hazards to the Risk and Operations Manager as soon as possible
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## **QUALIFICATIONS AND EXPERIENCE**

### ***Essential***

- Minimum degree in Education with a current VIT registration
- Experience in teaching at a Middle School level (Years 5-8)
- Demonstrated experience in partnering and engaging with people in a range of school contexts
- Level 2 First Aid/CPR qualification (HLTAID003)
- A sound knowledge of Asthma and Anaphylaxis management

### ***Desirable***

- Experience working within a Christian school setting
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## **COMPETENCIES REQUIRED**

- High level of interpersonal skills and the ability to work collaboratively with a team environment
  - Strong organisational, written, verbal and time management skills
  - The ability to build and maintain strong relationships with staff, students, parents and the wider College community
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## **ESSENTIAL ATTRIBUTES**

- Committed Christian/practising member of an evangelical church.
  - Have or develop an understanding of the purposes of Christian education.
  - Understand and have a passion for the whole school vision and relevant section vision of Covenant College.
  - Prepared to model, uphold and support the ethos of the College and its Core Values
  - Relational with strong interpersonal skills
  - Willing to be a productive member of our team and to work collegially with the other members of the team
  - Endeavour to have a genuine rapport with all students
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## **KEY REQUIREMENTS**

- Adherence to College policies and procedures
  - Completion of Child Safety & Mandatory reporting training.
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## **CHILD SAFETY**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the Covenant College website.

*\* This position description may change at the discretion of the Principal, and is subject to be reviewing annually.*