



Position Description

Position:	2027 Secondary Teacher – Middle School Mathematics/Science
Method and FTE:	Full-time, one-year fixed-term appointment, with the possibility of ongoing employment
Accountable to:	Deputy Principal - Head of Secondary

The College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1600 students from Prep to Year 12 and the total number of employees is over 300.

Our Vision: For the glory of God, Donvale Christian College partners with Christian families to cultivate each student's academic growth, authentic faith and personal development, empowering them to serve others and respond to God's calling in their lives.

Our Mission: Donvale Christian College is a parent-governed school that serves the Christian community by providing Christ-centred education. Through high quality teaching and learning in a nurturing, stimulating and Biblically directed environment, students grow in their understanding of God's world and in their commitment to serving Christ in all areas of life.

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 Executive Principal is appointed by the Board, together with them appointing other Senior Leadership staff. The Executive Principal appoints all other staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and 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 are expected to maintain a faithful walk as a disciple of the Lord Jesus Christ including being an active member of a Bible based worship community and demonstrating the fruit of the Spirit.

Donvale Christian College exists to be a biblically directed learning community. All aspects of College life are shaped by this purpose, with each member of the community recognised as uniquely gifted by God to contribute to the learning and teaching mission for which the College has been established.

The College is committed to promoting and protecting the interests and safety of children and has zero tolerance for child abuse. All staff share the responsibility for creating a maintaining a child- safe environment and for the care and protection of children. All employees and volunteers are required to comply with the College's Child Safe Code of Conduct and the College's Child Safety and Wellbeing Policy. Appointment is subject to the provision of a valid Working With Children Check or VIT registration and will be subject to background checking in accordance with these requirements.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, vision and values.
- Actively commit to and demonstrate unity with other staff in service to the College's enduring purpose of equipping students to become disciples of Christ consistent with the College's Mission, Vision and Educational Creed (Matthew 28:19-20, Ephesians 1:4-6, 1 Peter 3:15).
- Maintain a faithful walk as a disciple of the Lord Jesus Christ which should be demonstrated in part by an active involvement in the wider Christian Church (Philippians 4:9, 2 Timothy 1:13-14, 3 John 1:2-8, Hebrews 10:25).
- Demonstrate the fruit of the Spirit and the highest standards of conduct in dealing with students, families, staff, volunteers and visitors (Philippians 2:1-8, James 2:24, Titus 2).
- Encourage and support fellow staff in their Christian service and work, including through attending and leading devotions, involvement in small groups, corporate prayer and attendance at the staff retreat (1 Timothy 2:1, Hebrews 12:1-3, James 5:13-19).

College expectations:

All staff are expected to:

- Support the College's policies and guidelines including but not limited to the College's Staff Code of Conduct and OHS policies and procedures.
- Embed and promote a Christian worldview and implement the programs, teaching practices and other activities as decided by the College.
- Perform responsibilities in a manner that supports and contributes to ongoing development and improvement.
- Perform all duties in a manner that upholds the College's zero tolerance for child abuse and complies with the College's Child Safety Policies, Code of Conduct, and relevant reporting obligations.

Role Description:

The Secondary Teacher is responsible for the implementation of learning programs that reflect the mission of the College and are appropriate to the needs of the students.

Professional relationships:

- Responsible to the Executive Principal through the Head of Secondary
- Liaise with Head of Secondary, Deputy Heads of Secondary, Director of Teaching and Learning, Director of Christian Foundations, Head of Learning and Curriculum Secondary, Year Level Coordinators, Faculty Coordinators, Secondary teachers and College staff.

Principal Accountabilities**Teaching**

- Plan and deliver teaching of Biblical perspectives integrated in each subject area, taking daily home group.
- An ability to work with others within the faculty at developing Christian perspectives within the curriculum.
- A deep understanding of current teaching and learning practices in the subject area at secondary level.
- An ability to design appropriate learning activities and assessment tasks at Years 7 to 12.
- 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.
- A keen interest in working with the learning technologies available within an ICT environment to enhance student learning.
- An interest in working with students of varying ability levels.
- Creating flexible environments that support learning, enabling students to gain knowledge, reflect, engage, discover and explore.
- 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.
- Design curriculum and prepare learning experiences which nurture the development and growth of students within the subject area.

Pastoral Care, Child Safety, Discipline and Classroom Organisation

- Sustain an environment of Christian care and support based on Biblical principles taking daily devotions.
- Ensure that the classroom is a place where all class members are respected 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 Year Level Coordinators and Faculty Coordinators.

School Organisation

- Complete assigned yard duty and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights as designated.
- Prepare for and attend Parent Information Evenings as required.
- Prepare for and attend weekly Staff meetings and other team meetings.
- Prepare for and attend any meetings called by secondary leadership team.
- Prepare for and attend special events designated by the College, some examples are 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.
- Attend Camps as required.
- Attend Board/Staff functions as arranged.
- Other duties as directed.

Personal and Professional Development

- Nurture personal faith development and spiritual growth.
- Pray for students.
- Participate in annual Appraisal and Professional Development program.
- Update and supplement teaching qualification with reading and professional development courses or conferences annually.
- A willingness to participate in professional development activities, and to share skills with others in your team.
- Possible Leadership opportunity.

Position Requirements: Knowledge and Experience

- Tertiary qualification in Education
- Registration as a qualified educator (VIT)
- Level 2 First Aid, First Aid Management of Anaphylaxis & Asthma (or ability to acquire)
- A proven record of or ability to implement education programs
- Highly developed interpersonal skills
- Highly developed Information Communication and Technology skills

Remuneration

- According to Donvale Christian College's salary scale; this is based on qualifications and experience.

Inherent Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Spiritual				
Leading or taking part in daily devotions with staff and/or students				•
Leading or taking part in prayer with staff and/or students				•
Demonstration of our mission, commitment and values				•
Incorporating biblical theology into the curriculum				•
Passive				
Sitting – counter/desk				•
Sitting – vehicle			•	
Operating computer				•
Writing/reading				•
Manual Handling				
Bending / twisting Spine			•	
Working with one or both hands above shoulder height		•		
Lifting (5kg or under p/item)		•		
Lifting (5kg or over p/item)		•		
Requiring low/light application of force			•	
Requiring medium to high application of force		•		
Exerting force in an awkward posture		•		
Holding & supporting equipment			•	
Agility				
Squatting / kneeling				•
Looking up / looking down			•	
Reaching forwards or sideways			•	
Gripping or grabbing equipment			•	
Mobility				
Walking / standing - briefly				•
Walking / standing - extended				•
Walking on uneven ground			•	
Climbing steps/stairs				•
Navigating uneven terrain			•	
Climbing ladders	•			
Driving – passenger vehicle	•			
Driving – light commercial (regular driver's license)	•			
Driving – bus (endorsed license)	•			
Driving – machinery/heavy commercial	•			

	Unlikely	Possible	Occasionally	Regularly
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving			•	
Visual – watching with vigilance (e.g. school traffic control)			•	
Emotional				
Dealing with complex stakeholders			•	
Supporting dependent persons			•	
Dealing with conflict			•	
Managing complex personal situations			•	
Providing empathy			•	
Work Environment				
Outdoor – exposed to elements, plant & equipment		•		
Confined spaces	•			
Working alone			•	
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)		•		
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			