



WOODWORK SECONDARY TEACHER POSITION DESCRIPTION

REPORTING TO: Principal of Secondary

CAMPUS: Werribee

TENURE: Permanent

INTRODUCTION:

Heathdale Christian College is a co-educational Kindergarten to Year 12 Christian College operating at Werribee and Melton.

As a community, based upon God's Word we value both the work and the worker. As we fulfil our call to manage the resources that God has blessed us with, enabling staff to fulfil their role to further God's work through this community is essential.

This position will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

KEY OBJECTIVES:

Heathdale Christian College has VET at the Werribee Campus. This provides resources that enhance and support the teaching and learning of students from Secondary School. This is achieved through its policies and procedures, with each specialised area having its own unique physical space and location. Providing excellent services through the employment of professional staff that procure resources to:

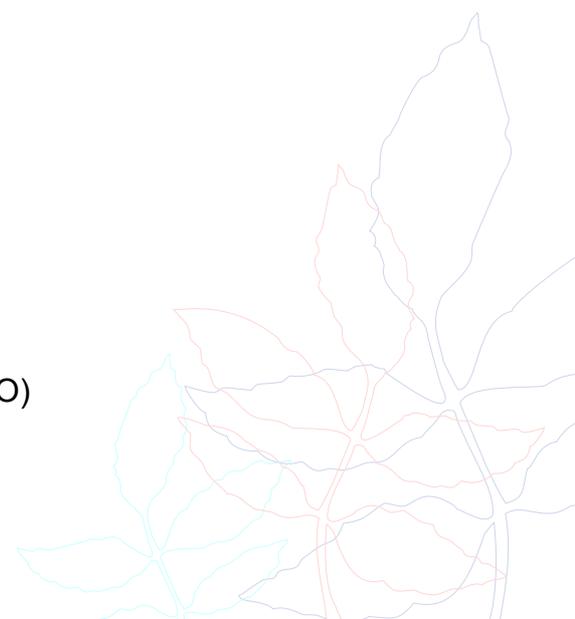
- Support the curriculum
- Provide an environment that engages students through wood work and VET Furniture Making Pathways and other activity programs, with spaces that suit students

POSITION SUMMARY:

The Woodwork and VET Furniture Making Pathways will be responsible for ensuring students are being effectively educated in the range the College's Curriculum.

KEY RELATIONSHIPS:

- Principal & Deputy Principal
- Curriculum Coordinator
- VCE Coordinator
- VET Coordinator
- Learning Area Coordinator
- Students
- External Registered Training Organisations (RTO)





KEY RESPONSIBILITIES & DUTIES:

A. Leadership

- To teach with the current Curriculum from years 7 – 12 in the area of Woodwork and VET Furniture Making Pathways.
- Display leadership skills.
- Display and work as part of a team.

B. Specialist Skills

- To include and encourage the Design & Technology approach in education and the teaching.
- Experience and knowledge in Woodwork.
- Experience and knowledge in Furniture Making.
- Is able to convey the relevant problem solving request to the appropriate year level.
- Strong understanding of Occupational, Health and Safety to ensure safety is upheld at all times.

C. Accountability

- Displays knowledge and has an understanding of the current curriculum.
- Ensures that the above curricula prepare students for the requirements of tertiary pathways and industry standards.
- Maintains departmental budget.
- Shows initiative and is accountable for the College program.

D. Documentation Management

- To grade and assess all work and portfolios.
- Updates the required policies and / or procedures to suit future requirements.

E. Interpersonal Skills

- Displays strong communication skillset in both written and verbal.
- Willingness to attend professional development days/sessions.
- Provides assistance to other team members if or when required.

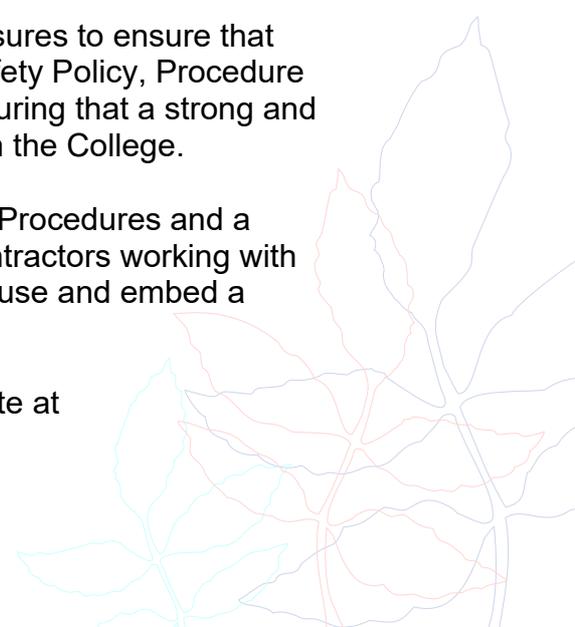
Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained 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 College website at <https://www.heathdale.vic.edu.au/about/policies/>





Other Duties

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

You display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

COLLEGE EXPECTATIONS:

All staff are expected to:

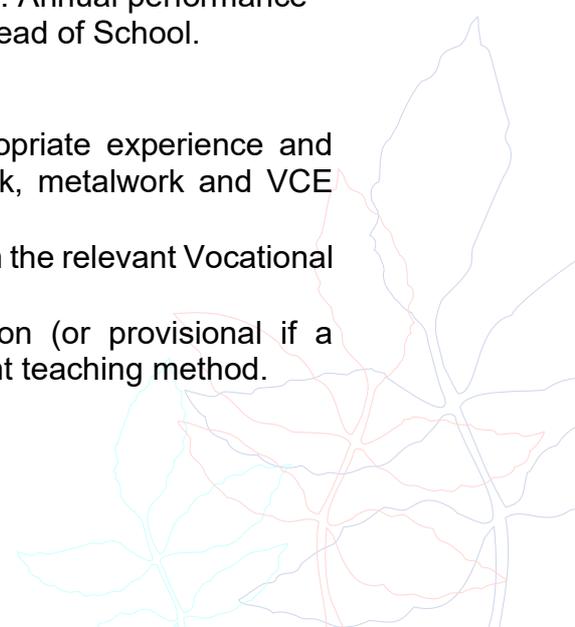
- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualification and experience. Annual performance and salary reviews will be conducted by the relevant Head of School.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- The suitable candidate will have the appropriate experience and qualifications to teach secondary woodwork, metalwork and VCE Product Design Technology.
- Essential to have a TAE qualification through the relevant Vocational Education & Teaching (VET)
- Be a skilled educator with VIT Registration (or provisional if a graduate), and knowledge within the relevant teaching method.
- Relevant industry experience





- Excellent oral and written communication skills
- Experience in teaching

ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Principal & Deputy Principal	Work with Secondary Principal & Deputy Principal for successful learnings for our students.	On an 'as needs basis'
Heads of Learning Modules (7-9 & 10-12)	Report to and work with Secondary Heads of Learning Modules for successful learnings for our students.	On an 'as needs basis'
Learning Area Coordinator	Work closely to Learning Area Coordinators to ensuring successful teaching and learning to students	On an 'as needs basis'
Students	Manage the student engagement with your classroom.	Regular
Staff	Work closely with your colleagues to ensure learning opportunities and teamwork.	On an 'as needs basis'
Families	Develop a working relationship with relevant families for the successful learning of their child/ren at the College	On an 'as needs basis'

