



## **CASUAL RELIEF TEACHERS (Kindergarten / Primary / Secondary) POSITION DESCRIPTION**

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**REPORTING TO:** Relevant Senior Staff

**CAMPUS:** Werribee & Melton

**TENURE:** Casual

### **INTRODUCTION:**

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

Teachers 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.

### **POSITION SUMMARY:**

Casual Teachers are required to have the ability to effectively teach, engage and educate young people in a flexible yet harmonious manner. Our Christ-centred education is paramount to growing our vision of the College and providing a deep and rich learning experience for our students.

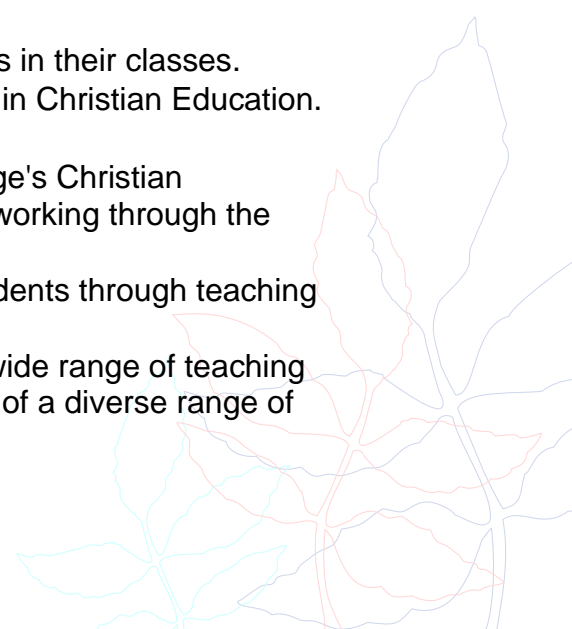
### **KEY RELATIONSHIPS:**

- Heads of Learning Modules
- Principal/Deputy
- Learning Enhancement Team
- Students
- Staff
- Families
- Relevant Professional Bodies

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Teaching**

- Exercise a pastoral responsibility for students in their classes.
- Demonstrated commitment to serving Christ in Christian Education.
- Ability to work within a team environment.
- Participate in the understanding of the College's Christian philosophy of education and its practical outworking through the professional development of staff.
- Ability to inspire, support and encourage students through teaching from a Christian worldview.
- Capacity to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.





- Ability to effectively teach Heathdale Christian College's Curriculum for students in Secondary School.
- Ability to critically reflect upon educational trends as well as your own professional practices.
- Demonstrate the capacity for best practice in curriculum development, implementation, evaluation and assessment.
- Partner with parents or guardian/s with ensuring support and that effective and open communication is maintained.
- Work with key staff to ensure that the student's well-being and safety is addressed and being managed.
- Display appropriate behaviour management strategies to ensure a safe, orderly and successful learning environment, addressing discipline issues promptly, fairly and respectfully.
- Follow up students in relation to lateness or absences

### **B. Accountability**

- Demonstrate a deep understanding of the teaching / learning / assessment cycle to ensure student educational growth.
- Display thoughtful knowledge of current and relevant school curriculum.
- Demonstrate core understanding of the teaching methods.
- Embrace and enhance the use of technology to engage students.
- As required, undertake rostered supervisory duties outside of the classroom and exercise responsibility of the welfare of students.
- Assist in providing advice and leadership to student teachers if and/or when required.

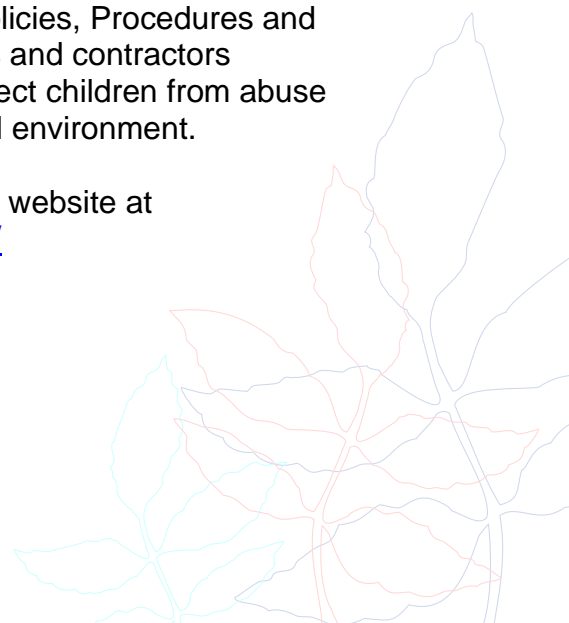
### **C. Child Safety**

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/>





#### **D. Interpersonal Skills**

- Demonstrate a high level of communication, professional and interpersonal skills when relating to teachers, students, parents and colleagues.
- Have a willingness to attend professional development days/sessions.
- Provide assistance to other team members and colleagues if or when required.

#### **E. General and Administrative**

- To ensure that the curriculum that is being delivered is documented and up to date.
- Use technology for the purpose of updating systems, reporting, student feedback and academic progress.
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Attend and if required participate in daily staff devotions.
- As required, participate and attend faculty or staff meetings.

#### **OTHER DUTIES:**

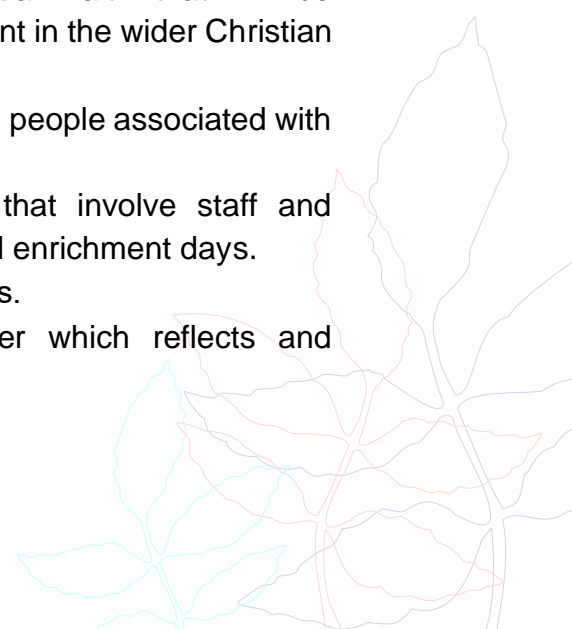
Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

#### **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 days.
- 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.
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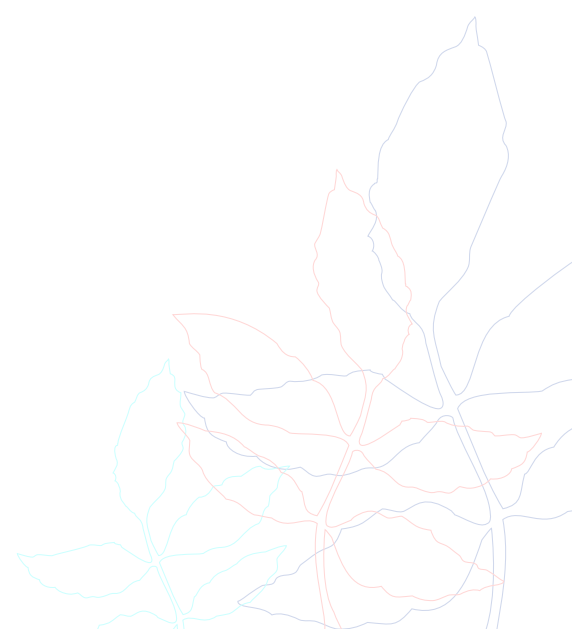
**REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Principal.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Minimum Degree in Education or Early Childhood
- Valid VIT registration
- Strong verbal and written communication skillset
- Ability to work autonomously and as part of a team
- First Aid qualified
- CPR qualified
- Anaphylaxis qualified





**ATTACHMENT 'A'**  
**Key Relationships defined:**

<b>WITH</b>	<b>PURPOSE</b>	<b>FORM</b>
<b>Heads of Learning Modules</b>	Report to and work with Primary or Secondary Heads of Learning Modules to ensure successful learnings for our students.	On a 'as needs basis'
<b>Principal/Deputy Principal</b>	Report to and work with Primary/Secondary Principals for the purpose of provide Christ Centered education for our students.	On a 'as needs basis'
<b>Learning Enhancement Team</b>	Work closely with the teachers and assistants to assist student development.	On a 'as needs basis'
<b>Students</b>	Manage the student engagement with your classroom.	Regular
<b>Staff</b>	Work closely with your colleagues to ensure learning opportunities and team work.	On a 'as needs basis'
<b>Families</b>	Develop a working relationship with relevant families for the successful learning of their child/ren at the College	On a 'as needs basis'

