



## **TEACHER – WOODWORK & FURNITURE MAKING POSITION DESCRIPTION**

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**REPORTING TO:** Head of School

**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.

### **POSITION SUMMARY:**

The Woodwork Teacher will be responsible for ensuring students are being effectively educated in the range the College's Curriculum.

### **KEY RELATIONSHIPS:**

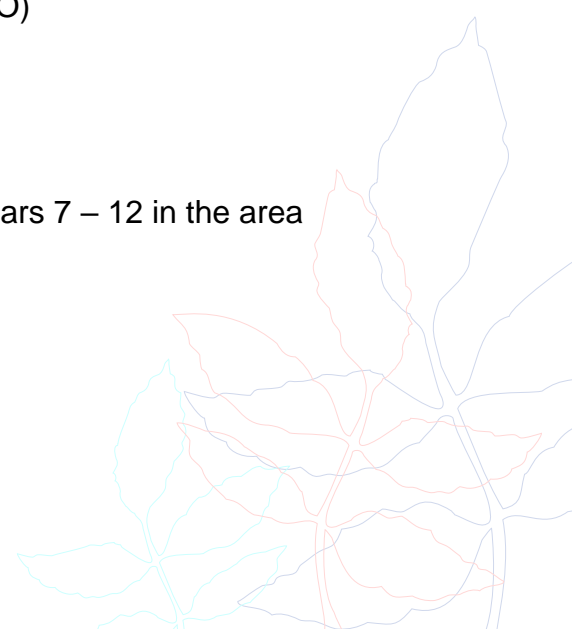
- Assistant Principals
- Curriculum Coordinator
- VCE Coordinator
- VET Coordinator
- Learning Area Coordinator
- Students
- External Registered Training Organisations (RTO)

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

#### **A. Leadership**

- To teach with the current Curriculum from years 7 – 12 in the area of Woodwork and Furniture Making.
- 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.

### **Other Duties**

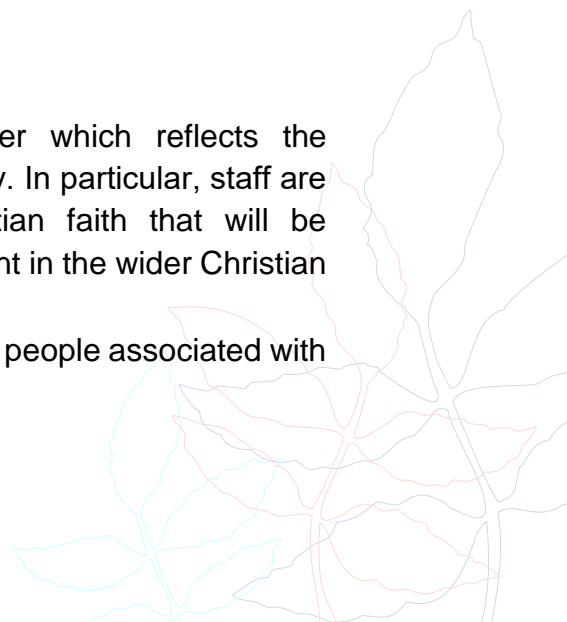
Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

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:**

- Trade qualification of Woodwork/Furniture Making
- Relevant industry experience
- Excellent oral and written communication skills
- Experience in teaching

