



PLENTY VALLEY CHRISTIAN COLLEGE (PVCC)

Teacher Position Description

POSITION SPECIFICATIONS

Position Title	Teacher	Department:	Education
Location	PVCC – 840 Yan Yean Road, Doreen, VICTORIA 3754	Pos No. Classification	Teacher - <i>as per the PVCC Enterprise Agreement</i>
Position Reports to (title)	Head of School (Primary) Head of School (Secondary) Community Leaders	Status	Full time / Part Time
Direct Reports (title)	Nil		
Approved by	Executive Principal		

PVCC CONTEXT

At PVCC, our people are fundamental to the life and mission of the College. We seek to create an environment where staff are equipped to flourish, leaders are supported to lead with purpose, and every person is encouraged to contribute their gifts and strengths in service of our students and community.

Our people are central to achieving PVCC's vision and living out our core values nurturing godly character, learning courageously, building community, actively stewarding and striving for excellence. Together, these provide the foundation for a workplace where people are encouraged to grow, make a meaningful difference and honour God through their work.

OUR COLLEGE VALUES



Nurture Godly Character

We grow in faith and character, reflecting the love of Christ in all we do.



Learn Courageously

We embrace challenges and curiosity, knowing with determination and courage.



Build Community

We value relationships and create a welcoming, supportive community where everyone belongs.



Actively Steward

We care for God's world and use our gifts and resources wisely to make a positive impact.



Strive for Excellence

We aim high and give our best in all that we do, honouring God through excellence.

PVCC VISION

Plenty Valley Christian College is a Christ-centred college that pursues excellence in education and character, daring our students to be engaged, equipped, and empowered to transform their communities, local and global.



KEY SELECTION CRITERIA

Education/Qualifications

- Relevant tertiary qualification in Education, with eligibility for registration with the Victorian Institute of Teaching (VIT).
- Current registration with the Victorian Institute of Teaching (VIT).
- Relevant qualifications and/or experience in the teaching area or learning domain applicable to the position.
- Commitment to ongoing professional learning and development.

Knowledge & Skills

- Demonstrated knowledge of effective teaching and learning practices, including the ability to plan, deliver and assess engaging learning experiences.
- Ability to establish positive, respectful and productive relationships with students, colleagues and families.
- Strong classroom management skills and the ability to create a safe, inclusive and supportive learning environment.
- Demonstrated ability to work collaboratively as part of a professional team and contribute positively to the wider College community.
- Demonstrated understanding of child safety and safeguarding responsibilities and the ability to appropriately identify, respond to and report concerns relating to the safety and wellbeing of children and young people.
- Sound understanding of relevant curriculum, assessment and reporting requirements.
- Ability to integrate Christian faith and a Biblical worldview appropriately within teaching practice and the life of the College.

Other Job-Related Information

- There may be a requirement to work additional hours from time to time.
- Leave arrangements may be subject to operational requirements and periods of the school year where staff attendance is required.
- The position will require ongoing registration via the Victorian Institute of Teaching.
- The position is subject to the College's employment screening, child safety and safeguarding requirements, including maintaining first aid requirements as imposed by the College.
- All staff are expected to uphold and contribute to PVCC's Christian ethos, values, policies and commitment to child safety.

DELEGATED AUTHORITY

The Teacher is responsible for the effective delivery of teaching and learning within their allocated classes and for exercising professional judgement within the policies, procedures and delegated authorities of the College, and in accordance with the Australian Professional Standards for Teachers (ATSL).

FINANCIAL DELEGATION OF AUTHORITY

Nil

PURPOSE OF THIS POSITION

To provide high-quality, engaging and effective teaching that supports students to flourish academically, personally, socially and spiritually. The Teacher is responsible for planning and delivering learning programs, assessing and monitoring student progress, fostering positive relationships and contributing to a safe, supportive and Christ-centred learning environment.

The position contributes to the achievement of PVCC's vision and values by nurturing godly character, learning courageously, building community, actively stewarding and striving for excellence.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Plenty Valley Christian College is committed to the safety, wellbeing and dignity of every child and young person within our community. We recognise that children and young people have the right to learn, participate and develop in an environment where they are protected from abuse, neglect, exploitation and all other forms of harm.

The College maintains a zero-tolerance approach to child abuse and child-related harm and places the best interests of children and young people at the centre of our practices, decisions and interactions. We are committed to creating a culture in which children and young people are listened to, treated with respect, encouraged to speak up and supported to raise concerns about their safety and wellbeing.

PVCC takes its child safety and protection obligations seriously and is committed to meeting all applicable legislation, regulatory requirements and relevant child safety standards. We provide appropriate policies, procedures, training, supervision and resources to support the prevention, identification and reporting of concerns and to ensure that child safety is embedded throughout the life of the College.

Child safety is the responsibility of every member of the PVCC community, and all staff are expected to actively contribute to maintaining a safe and protective environment for children and young people.

KEY RESPONSIBILITY AREAS

1) Pastoral Care and Student Wellbeing

- Build positive, respectful and supportive relationships with students, recognising their individual needs, backgrounds and circumstances.
- Provide appropriate pastoral care and support for students' spiritual, social, emotional and wellbeing and personal development.
- Foster a safe, inclusive, respectful and nurturing classroom environment in which students feel valued and supported.
- Facilitate regular class devotions and provide appropriate opportunities for students to develop their Christian faith, character and understanding.
- Monitor and follow up student attendance, punctuality, engagement and participation.
- Maintain high expectations of student conduct and respond proactively and appropriately to behaviour concerns in accordance with College policies and restorative practices.
- Identify and respond appropriately to students who may be vulnerable or require additional support.
- Work collaboratively with colleagues, parents, caregivers and relevant external professionals to support student wellbeing, safety and development.
- Maintain appropriate confidentiality and exercise sound professional judgement when responding to student wellbeing matters.

2. Curriculum Planning, Teaching and Learning

- Plan, prepare and deliver high-quality learning programs that meet relevant curriculum requirements and the learning needs of students.
- Design and implement differentiated learning experiences that cater for students with diverse learning needs, including students requiring additional support and students with exceptional abilities.

- Use a range of effective teaching strategies, resources and technologies to promote student engagement, participation and learning.
- Ensure teaching and learning programs are aligned with the relevant curriculum framework and reflect the Christian ethos and values of the College.
- Establish effective classroom routines, learning environments and instructional practices that support student learning.
- Prepare, maintain and appropriately use teaching and learning resources.
- Provide clear learning intentions, appropriate instruction and meaningful opportunities for students to apply and extend their learning.
- Monitor student understanding and adjust teaching and learning approaches as required.
- Collaborate with colleagues in the planning, delivery and review of curriculum and learning programs.

3) Assessment, Reporting and Student Records

- Plan and implement appropriate assessment practices to monitor, measure and support student learning and progress.
- Use assessment information and student data to inform teaching, differentiation and future learning programs.
- Maintain accurate, timely and comprehensive records of student achievement, progress, attendance and wellbeing through Seqta (*PVCC intranet portal*) and other approved systems.
- Complete assessment, reporting and documentation requirements within established timelines.
- Provide students with appropriate feedback that supports their learning and development.
- Communicate student progress, achievement and learning needs appropriately with students, parents and caregivers.
- Maintain the academic integrity, accuracy and consistency of assessment and reporting practices.

4) Classroom Management and Student Engagement

- Establish and maintain clear classroom expectations, routines and procedures that support effective learning.
- Create a positive, orderly and respectful classroom environment consistent with College expectations and values.
- Promote student participation, engagement, responsibility, independence and positive learning behaviours.
- Address student behaviour promptly, fairly and consistently in accordance with College policies and procedures.
- Apply restorative practices and other approved approaches to support positive student behaviour and relationships.
- Implement agreed individual student strategies, adjustments and behaviour support plans as required.
- Monitor student engagement and respond appropriately when students experience barriers to learning.
- Seek support from relevant staff where student learning, behaviour or wellbeing concerns require additional intervention.

5) Professional Responsibilities and Collaboration

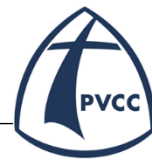
- Maintain professional, respectful and constructive relationships with colleagues, students, parents and caregivers.
- Work collaboratively with teaching teams, support staff and leaders to support student learning and wellbeing.
- Participate in staff meetings, team meetings, professional learning communities and other required College activities.
- Participate in professional development and apply relevant learning to classroom practice.
- Share relevant knowledge, resources and information with colleagues to support effective teaching and learning.
- Reflect on teaching practice and respond appropriately to feedback and professional expectations.
- Comply with professional standards, College policies, procedures and reasonable directions.
- Maintain professional conduct and presentation consistent with the expectations of PVCC.

6) Communication and Community Engagement

- Communicate professionally, respectfully and appropriately with students, parents and caregivers regarding learning, progress, wellbeing and behaviour.
- Maintain timely and appropriate communication with families through approved College communication channels.
- Participate in parent-teacher meetings, information evenings, learning showcases and other community events as required.
- Contribute positively to the wider life of the College and its community.
- Participate in College activities, programs and events that support the educational, spiritual, social and community development of students.
- Develop constructive partnerships with families that support student learning, wellbeing and engagement.
- Represent Plenty Valley Christian College professionally and positively when interacting with families and the broader community.

7) Administration, Compliance and Duty of Care

- Complete planning, assessment, reporting and administrative requirements accurately and within required timeframes.
- Maintain appropriate student records and documentation in accordance with College requirements.
- Comply with all relevant College policies, procedures, child safety requirements and legislative obligations.
- Exercise appropriate duty of care for students at all times.
- Undertake allocated classroom, playground, supervision and other duties responsibly.
- Participate in camps, excursions, incursions, extracurricular activities and other student activities as required.
- Report incidents, concerns, hazards and other matters in accordance with College policies and procedures.
- Use College systems, facilities, equipment and resources responsibly and in accordance with established procedures.
- Maintain appropriate professional boundaries with students and families.



8) *Christian Faith, Values and Professional Conduct*

- Demonstrate and uphold the Christian faith, mission, values and ethos of Plenty Valley Christian College in professional practice.
- Integrate Christian principles appropriately into teaching, learning, pastoral care and relationships.
- Support students in developing Christian character, compassion, integrity, responsibility and respect for others.
- Model Christian character and conduct in interactions with students, colleagues, families and the wider community.
- Demonstrate a commitment to serving students and contributing positively to the life of the College.
- Consistently demonstrate and uphold PVCC's shared values and behaviours in all daily activities, including the way in which decisions are made.
- Conduct all professional responsibilities with integrity, accountability, respect and a commitment to the wellbeing and development of students.



INHERENT REQUIREMENTS	FREQUENCY			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk			•	
Sitting – vehicle		•		
Operating telephone / computer			•	
Writing / reading				•
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 ethos and Fruits of the Spirit: <i>Galatians 5:22</i>				•
Incorporating Biblical theology into curriculum				•
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	•			
Lifting/holding/restraining children	•			
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			•	
Climb steps/stairs				•
Climb ladder	•			
Driving – passenger vehicle			•	
Driving – light commercial (regular drivers licence)	•			
Driving – machinery/heavy commercial	•			
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)	•			
Pollen (or other allergens)			•	
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			