NAZARETH COLLEGE

HEALTH SERVICES ASSISTANCE (VET) TEACHER
PART TIME COMMENCING TERM ONE, 2027
POSITION DESCRIPTION

POSITION REPORTS TO: Principal, Careers and Pathways Coordinator	**AWARD:** Entitlements under the Catholic Education Multi Enterprise Agreement 2022 (or its successor)
CLASSIFICATION: Teacher Aligned to College Timetable and approved by Principal. Nazareth has 5 x 60-minute periods each day	**TERMS OF EMPLOYMENT:** Fixed Term, 2027 Part Time 0.16 FTE
ANNUAL LEAVE: As per CEMEA 2022	**REQUIREMENTS:** • Annual Review Meeting • VIT - PTT • Proof of ID • Academic Transcripts • Accreditation to teach in a Catholic School
COMMENCEMENT DATE: 1 February 2027	**TO BE REVIEWED BY AND DATE:** The Principal as required

CONTEXT

A Catholic school is responsible for ensuring the highest value is placed on leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

'…for all of you are the children of God, through faith, in Christ Jesus (Galatians 3:26)
Nurturing an inclusive and diverse culture.

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, wellbeing, and protection of all children in our care.

TEACHING

A Teacher at Nazareth College is responsible to the Principal for delivering high-quality teaching and learning experiences. The role requires the teacher to create and build healthy and productive relationships with students, colleagues, parents and community members. The College recognises teachers as the most valuable resource and expects teachers to work in a collaborative way that enhances student outcomes and supports the college's mission, vision and strategic plan.

OVERVIEW OF HEALTH SERVICES ASSISTANCE (VET) TEACHER

You will be responsible to the Principal via the Careers and Pathways Coordinator for delivering high-quality teaching and learning experiences. You will be an exceptional and experienced Health Services Assistance (VET) Teacher who has demonstrated ability to be an innovative classroom teacher. The position involves a commitment to using a wide range of teaching and learning strategies to improve outcomes for all students in a Catholic coeducational environment.

This position would suit someone with an interest in Catholic coeducation, a commitment to excellence in teaching and learning, along with a willingness to take part in the wider life of the College and be able to contribute positively to the culture of learning excellence at Nazareth.

Catholic schools are places where the sacred dignity of each person is recognised, respected, and fostered. Nazareth College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The partnerships between staff are pivotal in the learning, wellbeing, and empowerment of Nazareth College students.

The Health Services Assistance (VET) Teacher will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in organisation, communication, consultation, and decision-making. They must be familiar with and comply with the College's Child Safety and Wellbeing Policy and the Code of Conduct. They will provide students with a child safe environment, proactively monitor and support student wellbeing and exercise pastoral care that reflects school values.

The successful candidate for this position will commence 1 February 2027, in a fixed term position.

KEY TASKS

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the position description in consultation with the incumbent, depending on the operational needs and requirements of the College.

HEALTH SERVICES ASSISTANCE (VET)

- Be visionary in the teaching of Health Services Assistance (VET).
- Oversee the Health Services Assistance (VET) curriculum, ensuring that curriculum material is refreshed and updated as required.
- Promote Health Services Assistance (VET) through the Newsletter and Simon notices.
- Oversee the use and maintenance of Health Services Assistance (VET) resources to ensure that curriculum requirements have priority.
- Develop and maintain appropriate links with parents, students, and staff to communicate upcoming events.
- Prepare and coordinate displays for Open Days, School tours and Taster activities.
- Apply technology to learning within Health Services Assistance (VET).
- Develop, support and encourage best practice teaching.
- Lead initiatives to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of Health Services Assistance (VET) using effective, research-based learning and teaching programs
- Consult with the Deputy Principal (Teaching and Learning) to develop optimal learning programs and be continuously involved in reflective practice and professional growth.
- Ensure that the implemented curriculum is challenging, flexible and adaptable while facilitating deep learning and learning progression so that all students can achieve success.
- Seek opportunities for developing students' confidence in and ownership of learning, self-assessment skills, cooperative and collaborative learning, and explicit thinking skills.
- Oversee the development and documentation of sequential, differentiated and scaffolded curriculum for the domain at all year levels in accordance with VCAA, VCE, VCE VM, VET and Victorian Curriculum compliance requirements.
- Work with Deputy Principal to initiate change and facilitate the implementation of innovative approaches to learning and contemporary pedagogical approaches and processes.
- Ensure that all excursions and incursions are thoroughly planned according to College policies and designed to improve student learning outcomes.
- Ensure that Health Services Assistance (VET) opportunities cater for all students and that the curriculum is differentiated and scaffolded.
- Support staff to effectively use data to improve learning and outcomes.
- Organise activities to promote Health Services Assistance (VET)
- Be part of relevant Committees as appropriate;
- Ensure and promote a safe workplace and optimal learning opportunities for students.
- Ensure that the teaching/learning is of the highest standard and caters for all students.
- Attend regular departmental Meetings.

- Support the Pathways team in the organisation of school events (eg, Open School)
- Demonstrate an active and supportive interest in college events, particularly those in which students are involved (eg, swimming carnival)
- Enforce OH&S and fire regulations in Health Services Assistance facilities.
- With the Business Manager, prepare and manage the budget for Health Services Assistance.

CURRICULUM DESIGN

- Participate in curriculum planning that is aligned with the school's vision.
- Know about the Nazareth Learning Framework, Victorian Certificate of Education, Vocational Major, VET and Victorian Curriculum within the auspices of Health Services Assistance (VET)
- Have an outcomes-based focus backed by up-to-date course documentation
- Model, inspire and support staff in continually improving student learning outcomes
- Foster and promote reflective practice, professional dialogue, and a collaborative approach with the team they lead
- Lead curriculum development, including review processes for continual improvement and ensuring externally mandated curricula are implemented effectively (eg, Victorian Curriculum, VCE Study Designs).
- Work with teachers to use data to inform pedagogy.
- Work with staff to ensure required curriculum documentation is developed and maintained.
- Under the Deputy Principal (Teaching & Learning), lead and manage assessment and reporting requirements as directed by government and Catholic Education.
- Implement an innovative curriculum that allows students the opportunity to experience a broad, challenging and stimulating curriculum that caters for individual needs across the full range of student abilities from Year 7 to 12 (including VCE, VET and VCE Vocational Major)
- Ensure that the aims and objectives of the Curriculum program are being met.
- Maintain a well-documented, up-to-date, resourced curriculum that integrates specific revision techniques and skill focused.
- Be available to advise students on pathways within Health Services Assistance (VET)
- Oversee content and application of all learning on and off Campus by leading a team to maximise student learning outcomes.

TEACHING AND LEARNING PRACTICES

- Develop a strong learning culture within Health Services Assistance (VET) and oversee the organisation, administration and coordination of activities pertaining to Health Services Assistance (VET)
- Ensure that teaching/learning is of the highest standard and caters for all students.
- Work with staff to promote a broad range of contemporary teaching & learning strategies.
- Promote continuous improvement and growth in practice and pedagogy amongst staff using peer observation, coaching, feedback, and self-reflection.
- Develop positive working relationships with the Careers and Pathways Coordinator
- Demonstrate explicit teaching and learning outlined in the Learning policy
- Develop learning initiatives that focus on an innovative and engaging curriculum.
- Distribute resources/information as appropriate.
- Ensure assessment, feedback and reporting are completed in line with college guidelines.
- Ensure assessment of student learning is contemporary and informed by best practices.
- Analyse, interpret and use data to detect gaps in student outcomes
- Evaluate and revise learning and teaching programs to meet the needs of students.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices, which are consistent with the College's Behaviour Management Policy.
- Know and advise students on the school's policies and procedures
- Encourage student co-operation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour
- Form working relationships with students which are positive, consistent and fair
- Take responsibility for managing inappropriate student behaviour

- Be punctual, manage time, lesson planning and assessment schedules efficiently
- Establish a learning environment where students feel safe and are encouraged to be engaged
- Monitor student progress and liaise with relevant staff regarding individual needs.
- Take responsibility for the pastoral needs, duty of care and behaviour of students inside and outside the classroom
- Protect the safety and wellbeing of each student.
- Report irresponsible or improper behaviour beyond regular classroom management to the Heads of House or Student Management Coordinators.

PROFESSIONAL DEVELOPMENT

- Professional learning is a component of school improvement and staff development and is valued and recognised as a factor in improving student learning outcomes.
- Commit to undertaking Professional Learning to maintain a high level of awareness of best practices associated with the role.
- Be open to researching areas relevant to directions in the College's Strategic Plan.
- Continue development of ICT skills as technologies evolve
- Be a member of and participate in external professional networks and associations
- Act as a mentor to supervise/support preservice teachers
- Have and maintain currency of first aid, mandatory reporting, anaphylaxis & asthma training

PERSONALISED LEARNING

Nazareth College seeks to provide an inclusive and engaging learning environment for students with various abilities, interests and backgrounds. We use a personalised learning approach, tailoring support to the learning needs, interests and readiness of each student to improve their ability to create, remember, understand and apply information.

PROFESSIONAL EXPECTATIONS

- An employee, neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning: The business or financial arrangement or position of this organisation or any related entity; The personal, wellbeing or financial information of any student, staff member or any related stakeholder or any of the dealings, transactions or affairs of the organisation or any related stakeholder.
- Attend Staff, and other meetings as required.
- Participate in an Annual Review
- Maintains professional knowledge by attending educational workshops, reviewing publications, establishing personal networks, and participating in professional societies.
- Attend and support ‘out-of-hours’ events in the life of the College, such as Formals, Presentation evenings, Parent Nights, and Technology events as appropriate.
- The role requires a broad knowledge of the life of the College and a willingness to give of oneself rather than simply giving of one’s time.
- Attendance at Open Day/evening is compulsory.
- Continue to meet the characteristics of a Teacher as documented in the Australian Professional Standards for Teachers (AITSL) and ensure teaching is of the highest standard and caters to all students' needs.
- The position will require attendance outside regular hours.
- All employees at Nazareth College are to follow College policies and procedures.
- Ensure Nazareth College continues to build its reputation as a school of choice.
- Their demeanour, respect for others, and support and involvement will provide an exemplary example to staff and students.
- Other duties, as directed by the Principal

PASTORAL

- Contribute to the fostering and development of student well-being
- Exercise pastoral care in a manner that reflects College values
- Implement strategies that promote a healthy and positive learning environment
- Build a culture of openness and transparency that engages student voice and participation
- Be professionally competent in teaching, administration, and pastoral care.

CHILD SAFETY

Every person employed at Nazareth College is responsible for understanding the role they play individually and collectively to ensure that the care, well-being, and safety of all students is at the forefront of all they do and every decision they make. The College is committed to ensuring that all staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular learning opportunities in relation to child safety, protection, and well-being. Staff will:

- Provide students with a safe environment and proactively monitor and support student wellbeing.
- Be familiar with and comply with the Nazareth College child safe and wellbeing policy, code of conduct and all policies and procedures relating to child safety.
- Assist in the provision of a child-safe environment for students
- Maintain child safe training
- Be experienced in working with children.
- A demonstrated understanding of child safety and protection.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards and expectations of MACS, PROTECT, VIT and VRQA.
- A demonstrated understanding of and commitment to Child Safety protocols and codes of conduct and ensuring Nazareth College is a Child Safe School.
- In conjunction with the Child Safety Officers, implement the Child Safety and Wellbeing Policy and Code of Conduct and any other policies or procedures relating to child safety.
- Ensure all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to protect the safety and well-being of all students.
- Can promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

OCCUPATIONAL HEALTH AND SAFETY

There is a responsibility incumbent on all staff members to ensure that the regulations associated with Occupational Health and Safety are adhered to. Staff members are advised that they are to:

- Contribute to providing a safe and healthy work environment for employees, contractors, students and others by assisting the school to ensure compliance with OH&S objectives.
- Ensure that proper procedures, training and supervision are in place to minimise occupational health and safety risk.
- Take reasonable care of their safety and the health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents in accordance with College procedures.
- Follow established safe working procedures, instructions, and rules.
- Cooperate with the employer with respect to any action taken to comply with any requirement imposed by or under the Act.
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not wilfully place at risk the health and safety of any other person in the workforce.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values each applicant's unique gifts, talents, and experience. The criteria listed below will inform the selection process.

1. Current AHPRA Registered Nurse Div 1
2. Vocational Education & Training (VET) teachers are required to hold a current Certificate IV in Training and Assessment (TAE) and relevant industry experience in the area of their expertise.
3. Vocational Education & Training (VET) teachers are required to meet any requirements of the Registered Training Organisation for example: Auditing assessment/moderation meetings.
4. Hold a Permission to Teach Registration with the Victoria Institute of Teaching (VIT). The College to assist with registration.
5. A commitment to support the Catholic ethos of the College
6. Extensive teaching experience as a secondary Health Services teacher with a demonstrable understanding of the AITSL Standards
7. Understanding of Vocational Education and Training in schools and familiarity with VCAA VCE Health Services requirements
8. Must know about the Australian Skills Quality Authority *(*ASQA) compliance for RTOs
9. Must possess vocational competencies and current industry experience at least to the level being delivered and assessed.
10. A Vision for Health Services in a Catholic coeducational secondary College.
11. Well-developed organisational and interpersonal skills, including a demonstrated ability to work effectively, independently, and collaboratively in a team environment. This includes managing information and correspondence with confidentiality, discretion and diplomacy with staff, students, and parents/guardians.
12. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting, and creative factors that work together to provide a dynamic learning community committed to the whole person's well-being.
13. Sound understanding of Child Safe standards and mandatory reporting requirements and a strong commitment to providing a child safe environment
14. A proven ability to lead and nurture students and staff in a dynamic and caring learning environment that is collaborative and inclusive.
15. Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	**EXTERNAL**	**MEETINGS**
Principal	AITSL	Technology
Leadership Team	VCAA	Staff
Staff	MACS	
Students	ASQA	
	CECV	
	Professional Associations	

EMPLOYEE ACKNOWLEDGMENT

I, _____(the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name ……..……...

Signature……..…… Date …….

AUTHORISED BY PRINCIPAL OR REPRESENTATIVE

Name ……..……...

Signature……..…… Date …….