

## CREST EDUCATION LIMITED POSITION DESCRIPTION

<b>Job Title</b>	Teacher
<b>Department</b>	Teaching
<b>Location</b>	Hillcrest Christian College

<b>Date</b>	8/5/17
<b>Employment Basis</b>	Full time
<b>Reports to (title):</b>	Head of School
<b>Other Key Relationships</b>	Head of Department – Faculty Coordinator Year Level Coordinator

<b>Approved by</b> (position holder)	
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<b>Approved by</b> (immediate supervisor)	
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### POSITION PURPOSE

To support the College’s Mission Statement and the ethos of the College by implementing the Australian Curriculum consistent with the College’s Mission, Vision, Philosophy, policies and practices.

### WORK CONTEXT

The Teacher provides a valuable contribution towards the Mission, Purpose and Values of Crest Education.

### WORKING RELATIONSHIPS

The Teacher reports to the Head of School, who, in turn, reports to the Head of College and ultimately to the Executive Principal/CEO.

### MAJOR RESPONSIBILITY AREAS

The Teacher contributes to the following areas of responsibility:

#### **Pastoral Care of Students:**

1. Exercise a pastoral responsibility for students
2. Know students well, including their diverse academic, linguistic, cultural and social backgrounds
3. Provide an example, guidance and encouragement in the development of students’ Christian faith and character, and social and emotional wellbeing
4. Work with senior colleagues, support staff and agencies in ensuring student well-being and safety are paramount
5. Partner with parents/caregivers in supportive ways using effective means of communication
6. Show sensitivity toward students experiencing personal, social, or self-management issues and liaise with relevant colleagues
7. Employ appropriate behaviour management strategies to ensure a safe, orderly and success orientated learning environment, addressing discipline issues promptly, fairly and

respectfully

8. Lead and organise regular class devotions
9. Follow up students in regards to lateness and absences by liaising with parents and senior staff.

### **Professional Engagement**

1. Support College-wide and sub-school priorities in terms of curriculum and professional development
2. Maintain high quality, positive and effective working relationships with colleagues, contributing to team plans and programs
3. Demonstrate respect and professionalism in all interactions with students, colleagues, parents and the community
4. Value opportunities to engage with the College community within and beyond the classroom to enrich the educational context for students
5. Ensure that all areas of the relevant Professional Standards are being undertaken on a consistent basis
6. Model effective learning by identifying own learning needs and analyse, evaluate and expand professional learning, both collegially and individually
7. Contribute to the professional development of other staff members within the College by sharing knowledge, ideas and resources, and working as a member of a team
8. Actively participate in and complete all aspects of the College's Staff Performance Review process each year
9. Plan learning programs and analyse student progress and achievement with colleagues
10. Ensure that assessment strategies are effective and in line with College policy
11. Liaise with the Learning Support and Gifted Coordinators to ensure individual student needs are addressed and, as far as is possible, catered for
12. Supervise student teachers as required
13. Support the Year Level Coordinator, providing input on pastoral care matters, booklists, excursion proposals, development of classroom resources, and other relevant matters

### **Administration / Duties**

1. Adhere to all College Management Policies
2. Carry out all administrative practices at the classroom level in a competent and professional manner. The covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources and care of furniture and property
3. Complete accurately and appropriately, as required by College policy, all tasks of planning, evaluation and record keeping
4. Maintain accurate records of student achievement, pastoral care and communication with parents/care givers
5. Provide high quality reports to parents both oral and written
6. Respond appropriately to written communiqués
7. Abide by the College Staff dress code
8. Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
9. Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
10. Adhere to and implement all safe work practices and procedures in accordance with College policies

11. Undertake excursions, competitions and other relevant curricular and co-curricular activities
12. Be involved in camps related to the Year level allocated to

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

#### **KEY SELECTION CRITERIA** (Mandatory)

1. Demonstrated experience and skill or ability to fulfil the responsibilities as detailed in this Position Description
2. Ability to contribute positively to the ethos and culture of Crest Education.
3. A proven record of implementing education programs
4. Ability to be a valuable contributor to a team.
5. Demonstrated initiative and ability to work with minimum supervision.
6. Demonstrated ability to cope in stressful and demanding situations.
7. Current Registration with the Victorian Institute of Teaching.
8. Ability and preparedness to work at other locations as required from time to time.
9. Ability and preparedness to work outside normal agreed hours when required.
10. Preparedness to undertake additional professional development opportunities as they arise.
11. Experience in an educational environment.
12. A willingness to uphold the values of Crest Education.

#### **PERSONAL CHARACTERISTICS**

1. A love of teaching and a passion for education
2. Personal agreement with the stated Vision, Mission and Philosophy of the College
3. Demonstrated personal commitment to the Christian ethos and values of the College
4. High level interpersonal skills and proven ability to work collaboratively in a team
5. Excellent technical competence and skills
6. Positive and flexible attitude
7. Enthusiasm and energy
8. Self-motivation
9. Commitment to achieving best practice
10. The ability to be discreet and maintain confidentiality
11. Well-developed skills of time management and organisation

#### **SPECIAL CONDITIONS** (Commencement in the Position is deemed as acceptance of the following conditions)

1. Crest Education's Policies are to be observed (N.B. Updated regularly on Moodle)
2. Crest Education's 'Code of Conduct' is to be observed.
3. Crest Education's 'Child Safe Code of Conduct' is to be observed.
4. Crest Education's 'Dress Code' is to be observed.