

CREST EDUCATION LIMITED POSITION DESCRIPTION

Job Title	Teacher
Department	Teaching
Location	Rivercrest Christian College

Date	4/8/2017
Employment Basis	Full time
Reports to (title):	Head of College, Rivercrest

Approved by (position holder)	
---	--

Approved by (immediate supervisor)	
--	--

POSITION PURPOSE

To support Crest Education's Mission Statement and ethos by implementing the International Baccalaureate consistent with Rivercrest'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 College, Rivercrest, and ultimately to the Executive Principal, Crest Education.

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 leadership, 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 staff
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 College

Leadership.

Professional Engagement

1. Support College priorities in terms of curriculum and professional development
2. Maintain high quality, positive and effective collaborative working relationships with staff, contributing to team planning and evaluation
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 according to International Baccalaureate Standards and Practices
10. Ensure that assessment strategies are effective and in line with College policy
11. Supervise student teachers as required
12. Support the Pastoral 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
3. Complete accurately and appropriately, as required by College policy, all tasks of planning, evaluation and record keeping in accordance with the International Baccalaureate Standards and Practices
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 communications
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

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 and work collaboratively with colleagues
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, including all mandatory International Baccalaureate programmes
11. Experience in an International Baccalaureate educational environment or a strong interest in inquiry based learning
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 IT 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 time management and organisation skills

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.