

SECONDARY TEACHER - ITALIAN

REPORTING TO: Deputy Principal, Learning & Teaching

APPOINTMENT: Part time, ongoing

CLASSIFICATION: PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of more than 900 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students.

PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work with and teach students within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The role of the Secondary Italian Teacher is to create a positive learning environment that promotes the growth and development of the whole student. Classroom teachers are trusted professionals, responsible for the care, learning and wellbeing of students. In keeping with this trusted position, teachers at PVCC are required to conduct themselves at all times in a manner that gives the highest priority to the safety and wellbeing of the students in their care. As education professionals, classroom teachers are expected to maintain a standard of practice that is consistent with the AITSL Australian Professional Standards for Teachers.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the teaching team, and members of a Christian learning community, the Secondary Italian Teacher plays a pivotal role in instructing students in a manner that is consistent with the values of the College and Biblical principles.

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RESPONSIBILITIES

The Secondary Italian Teacher works closely with teaching staff across the College, especially within their Key Learning Area, to facilitate the development of high quality education, faith based learning and student agency. The Secondary Italian Teacher will work with the teaching team to proactively promote a safe and healthy school. This will include:

- Modelling Christian values and promoting the College and Christian education
- Providing a child safe environment in accordance with the child safe standards and obligations
- Teaching classes from Years 7 to Year 12 as required
- Integrating a Biblical perspective into their programming and teaching
- Maintaining high standards of professional communication with all stakeholders

SPECIFIC DUTIES

Typical duties of the Secondary Teacher include (but are not limited to):

- Teaching Secondary level Italian, including VCE Italian
- Having the content knowledge and pedagogical practice to meet the diverse needs of all students
- Working collaboratively as a member of our teaching team
- Potentially teaching other subjects that the Deputy Principal, Learning & Teaching believes they are capable of teaching
- Integrating a Biblical perspective into their programming and teaching
- Interpreting and applying curriculum and programming materials according to the whole College direction and plan accordingly
- Engaging professionally with colleagues, parents / carers and the community
- Working with school leadership to develop a shared vision of highly effective teaching practice
- Monitoring, evaluating and reporting student progress in accordance with the College's ongoing reporting framework
- Attending all staff meetings as required
- Engaging in wide ranging Professional Development to ensure professional growth and contemporary teaching knowledge is maintained
- Fully supporting and participating in the co-curricular activities of the school
- Participation in Parent Teacher Interviews, staff meetings, open days, camps and excursions where required
- Maintaining accurate and reliable records and pastoral concerns and actions in SEQTA
- Developing a disciplined, interesting classroom environment that uses varied teaching strategies and differentiation that stimulates and nurtures a love of learning in students
- Helping identify and provide for students with particular needs, through liaison with the relevant College staff
- Nurturing the spiritual and personal development of the students in your care by encouraging positive, caring relationships, a sense of wonder and gratitude for the world we live in, and through healthy discussion and prayer
- Being computer literate and committed to integrating the use of computer and information technologies in the curriculum
- Communicating with parents with regard to relevant activities, particular issues for their child and to answer enquiries
- Participation in an annual Professional Learning Cycle

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Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Deputy Principal, Learning & Teaching may, at their discretion, vary the responsibilities of the Secondary Italian Teacher as operational situations arise, consistent with this position within the College.

ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY

The Secondary Italian Teacher is responsible to the Deputy Principal, Learning and Teaching through their KLA Leader on a day-to-day basis for learning and teaching aspects and to Heads of Sub-School for the wellbeing aspect of their responsibilities. They ultimately report to the Principal. The Secondary Italian Teacher has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College and on approved activities outside the College.

ESSENTIAL SKILLS AND COMPETENCIES – KEY SELECTION CRITERIA

Essential requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Bible-centred Christian growth devotions and prayer times
- Exemplary demonstrated life of Christian ethics and faith
- Good understanding of, and commitment to, the vision and philosophy of the College
- Hold an approved qualification or equivalent pursuant to the National Law and Regulations
- Hold a current VIT Registration
- Hold and maintain an approved:
 - first aid qualification
 - emergency asthma management qualification
 - management of anaphylaxis qualification

Specialist skills and knowledge

- Outstanding teaching skills
- Tertiary qualifications in specialised field
- Demonstrated experience teaching students of all ages
- An ability to develop constructive relationships with students, which engender positive attitudes to learning
- Ongoing commitment to understanding pedagogical frameworks underpinning their discipline
- Understanding of relevant VCE study designs and their effective implementation
- An ability to plan, reflect, work and manage time effectively with minimal supervision

Interpersonal skills

- Excellent interpersonal skills and an ability to communicate effectively with students, staff, parents and professionals
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative

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COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

Position description

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POSITION ACCEPTANCE

I accept the position description as stated above and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name

Signature

Date

__/__/____

Manager

Name

Signature

Date

__/__/____