



NEWHAVEN COLLEGE TEACHER JOB DESCRIPTION

Nature of Role

There are several main areas to the role of a teacher at Newhaven College. They are:

1. Teaching practice
2. Pastoral care
3. Curriculum and resource development
4. Professional development
5. Co-curricular activities
6. General, administrative, and other activities

Core Purpose

The core purpose of a teacher at Newhaven College is to provide the best possible education for each student committed to the teacher's charge, in the light of the Vision, Mission and Values of the College.

Catering for Individual needs, differentiating and modifying the curriculum as required and embedding the College's preferred Teaching Framework into the curriculum is an expectation of all staff.

Personnel Responsibilities

1. Within the areas defined below, teachers are responsible for the students assigned to their classes
2. Teachers are responsible for the appearance and behaviour of Newhaven College students
3. Teachers are responsible for the maintenance of collegial and professional relationships with other members of the staff of Newhaven College
4. Teachers as all staff must be familiar with the College policies and procedures and be familiar with and adhere to the expectations outlined in the Staff Handbook.
5. Teachers must have knowledge and understanding of Ministerial Order 870 – Child Safe Obligations and comply with the expectations within.
6. Teachers must understand the requirements under the *Equal Opportunity Act 2010* (Vic) and apply this to their teaching.
7. Teachers must comply with all the College's OHS requirements

Main Responsibility and Accountability Areas

Teaching Practice

Teachers are expected to:

- Plan and organise lessons that promote an environment of dynamic and active learning
- Develop a variety of effective teaching strategies to successfully implement the curriculum
- Ensure the needs of all individuals in their classes are catered for, identifying those who may need differentiation, modification or extension and work with the Student Support Team to cater for these students.
- Encourage and assist all students to reach their potential
- Give adequate time to lesson-planning and organisation
- Be aware of course requirements and expectations
- Evaluate the effectiveness of their teaching through a variety of sources
- Use available data to monitor student growth and inform their teaching
- Keep accurate records of students' attendance, progress, and assessment
- Maintain good communications with parents concerning the progress of their child
- Attend Parent-Teacher interviews
- Maintain curriculum on SEQTA
- Write formal reports that adhere to College guidelines and also meet the expectations surrounding continuous online reporting

Pastoral Care

Teachers are expected to:

- Participate in the College's pastoral care system as directed (e.g., as a Home Group Teacher or Tutor)
- Be sensitive to students experiencing personal, social, or organisational problems
- Care for a pastoral group in a way which reflects the College's Statement of Purpose and Values
- Liaise with colleagues and parents concerning the pastoral group and individual members of it
- Attend House, School and general assemblies when required
- Attend Parent-Teacher interviews
- Attend Parent Information and Orientation meetings when required
- Document concerns on SEQTA when they arise
- Participate in the College Outdoor Education program as required

Curriculum and Resource Development

Teachers are expected to:

- Participate in the creation, development, and evaluation of curriculum within the faculties in which teaching is undertaken
- Be aware of existing resources and, where possible, participate in the creation, development, and evaluation of resources for the implementation of the curriculum
- Ensure documentation is uploaded to SEQTA

Professional Development (PD)

Teachers are expected to:

- Keep up to date with curriculum and resource development in the teacher's area(s) of teaching
- Maintain records of their own PD attendance to ensure they comply with Victorian Institute of Teaching (**VIT**) regulations and requirements
- Display an active interest in one's own professional development and participate in the College's Performance and Development Plan review process
- Attend appropriate seminars and courses
- Attend weekly in-house professional development
- Participate in subject or area association meetings as appropriate
- Supervise student teachers and actively participate in their learning

Co-curricular Activities

The teacher will be expected to:

- Fulfil co-curricular responsibilities as negotiated with the Principal or their delegate and in accordance with College guidelines
- Ensure that all activities are pursued in a manner consistent with the College's Vision, Mission and Values.
- Provide leadership, guidance and instruction to participating students
- Participate in school camps as required
- Encourage students to be active participants in the co-curricular life of the College
- Ensure that all students have the opportunity to participate in the co-curricular life of the College
- Keep accurate records of student attendance and performance within the co-curricular activity
- Where appropriate, nominate students for College awards
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe for student participation
- Ensure the necessary equipment is available and cared for in an appropriate manner

General, Administrative and Other Activities

Teachers are expected to:

- Attend College Presentation Evening
- Be a member of a team/faculty and attend all team/faculty meetings
- Attend Sub School, Year and Whole School meetings as required and
- Undertake yard and other supervision duties as required
- Attend Open Day
- Attend Information Evenings as required
- Conduct Parent Teacher Interviews as required

Measures of Good Practice

Teachers at Newhaven College are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of good practice for a teacher include:

- The provision of high quality curriculum
- The provision of educational opportunities and activities which enable all students to achieve their highest potential
- Excellent collegial relations
- Regular participation in professional development courses and programs
- Effective involvement in the general pastoral care programs and structures of the College
- Effective participation in the co-curricular programs of the College

Position Requirements: Qualifications and Registration

Essential requirements

Teachers at Newhaven College must:

- be tertiary qualified in education and meet the standards appropriate for current registration as a teacher with VIT.
- complete a National Police Check.
- provide the College with proof of their professional qualifications and verification of identity.
- Prior to employment by the College, detail their history of work involving children and provide at least two (2) professional references in support of their application.
- share the College's commitment to protecting students from abuse or harm in the school environment, in accordance with their legal obligations.
- be familiar with and comply with the College's child safe practices under the Child Protection Program.

Desirable requirements

- Further qualifications (including diplomas, postgraduate or tertiary qualifications) in areas that align with the College's curriculum
- First Aid Certificate – Apply First Aid HLTAID003 preferred
- Anaphylaxis Management Training preferred

Assistance and Support from the College

The College has a large support structure to assist the teacher in the fulfilment of his or her responsibilities which include Curriculum Leaders, Heads of School, and a Student Services department.

In addition, each teacher is a member of a team, from which the support of the team and the team leader can be drawn.

Policy and Practice: Areas Requiring Cooperation

Teachers at Newhaven College are part of a large and complex staff structure in which all members, whether they be teachers, administrators, or maintenance workers, are regarded as having important and interdependent functions.

Statement of Commitment to Child Safety

Newhaven College is committed to providing a child safe and child friendly environment. Creating and maintaining a child safe culture requires input from the entire College community.

Our mission and continual aim, is to provide a child safe environment where creativity, academic, emotional, spiritual, physical and life skills are nurtured. To achieve this, we value and celebrate diversity, promote safe and respectful working environments, and are proactive in our approach to policies, procedures, and our curriculum and practices.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. These commitments and the values and principles which guide the College are detailed in full in our Child Protection Policy and Child Protection Program.

All staff at Newhaven College are expected to take an active role, and be well informed of their obligations in relation to Child Safety under Ministerial Order 870 *Child Safe Standards – managing the risk of child abuse in schools*.

Balance of Functions

The College Staff Handbook, which is available on Complispace, should be consulted for the further details in relation to teacher expectations

SEQTA and Complispace should be consulted in relation to policies and procedures

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties of this position. Newhaven College reserves the right to vary this position description to meet the changing needs of the College.