



# Covenant College

Operated by: Geelong Christian Education Association

## **JOB DESCRIPTION: Junior School Generalist Teacher – Foundation to Year 4 PROFESSIONAL TEACHER**

**HOURS OF DUTY:** Full Time

**EMPLOYMENT TYPE:** 12 month contract

**REPORTS TO:** The Principal & the Board

**LOCATION OF POSITION:** Covenant College, Creamery Road, Bell Post Hill.

**CURRENT VIT REGISTRATION REQUIRED**

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### **ABOUT COVENANT**

#### **VISION**

Covenant College strives to be a vibrant Christ-Centred community where parents and teachers serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

**Covenant College seeks to be a leading provider in Christian Education and aims to see the following achieved:**

- An integration of Christian faith and character in all student learning;
- Excellence in Christian education from a Christian Biblical worldview;
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted;
- A culture where the protection of children is embedded and fostered by the whole school community;
- Enhanced partnerships between parents, students and staff, strengthening the teaching and learning process;
- The provision of high quality facilities and resources;
- The effective stewardship of assets, both human and physical;
- Students equipped for service and citizenship as an expression of their Christian faith;
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes;
- A culture of continued improvement, professional development and pastoral support among staff and the school community;
- Effective communication with parents and the wider community.

## ESSENTIAL ATTRIBUTES

- Have relevant and appropriate tertiary qualifications in education.
- Have or develop an understanding of the purposes of Christian education.
- Understand and have a passion for the whole school vision and relevant section vision of Covenant College.
- Have an attitude of servant leader.
- Be a suitable role model for students.
- Endeavor to have a genuine rapport with all students.

## TYPICAL DUTIES / KEY RESPONSIBILITIES

### CHRISTIAN ETHOS/PERSPECTIVE

- Direct devotional activities for homeroom, classes and pastoral care groups as allocated.
- Implement the School's welfare and discipline policy.
- Participate in the devotional life of the school, including attending and contributing to staff devotions.
- Develop a partnership and rapport with the parents of the children in their care.
- Perform any other tasks as requested by the Principal.

### EDUCATIONAL

- Participate actively in curriculum development in their key learning areas in partnership with other staff and parents.
- Make available, to the relevant coordinator within the first 3 weeks of any term a teaching program that:
  - Contains Biblical Worldview perspectives of the curriculum to be covered
  - Meets the learning outcomes of the curriculum
  - Plans appropriate assessment and reporting for the learning
  - Plans appropriate homework, according to the guidelines set in the school's policy and provide a copy of a semester outline, learning objectives and assessment for their teaching program.
  - provide sufficient documentation of the program, so that the program can be easily re-used or modified, in the future.
- Provide teaching instructions for a casual replacement teacher for planned absences.
- Employ teaching methods that:
  - Are informed and guided by biblical principles
  - Ensure that classroom tone and conduct is conducive to the enjoyable and efficient learning of all students.
  - Ensure that in welfare and discipline matters, the school's policies and practices are adhered to
  - Assess students' work and keep accurate, up to date records of student progress
  - Ensure that relevant pedagogical methods are used in their classroom program.

- Contribute to providing a physical environment which is attractive, clean, safe, stimulating and conducive to learning
- Perform co-curricular duties as allocated annually. These may include the following: yard duty, bus duty, sports days, camps, excursions, Association meetings and other activities as required by the Board and Leadership Team
- Organise extra-curricular activities, such as social service, mission, lunchtime activities, parent volunteers and other activities as required by the Leadership Team
- Perform teaching duties as required by the Leadership team or Principal
- Encourage and instruct in the care of school property, and other students' belongings
- Teachers are required to undertake a minimum of 2 days approved professional development (PD) per year. At least 2 days per year are provided during normal working hours and staff may be expected to undertake a further day equivalent of PD outside of normal working hours to upgrade qualifications as appropriate
- Give parents the opportunity to be involved with their children's school activities
- Contribute to the development, updating and implementation of the School's vision
- Identify students with special needs and in consultation with the Learning Support Coordinator, develop a program for that student
- Be aware of the minimum standards for professional practice, as set out in the Victorian Institute of Teaching's 'Standards of Professional Practice and Conduct'.  
<http://www.vit.vic.edu.au>

#### **ADMINISTRATIVE**

- Familiarise themselves with the Staff Handbook, and comply with its contents.
- Familiarise themselves with and implement the school's policies and practices.
- Contact the Daily Organiser or relevant Head of School prior to 7.15 a.m. should they not be able to perform their teaching duties.
- Staff hours under normal circumstances are 8.20 a.m. to 4.00 p.m. (Except for scheduled meetings)
- Provide formal written reports at the end of Semester 1 and 2, and interim and verbal reports of student progress, as per the Assessment and Reporting policy.
- Provide timely formative and summative appraisals of students' progress for their own benefit in learning, and for parents, school management, potential employers and providers of further education.
- Attend staff and section meetings, relevant Key Learning Area (KLA) meetings, Board/staff meetings, parent-teacher interviews, Association meetings and any other meetings the Leadership Team or Board may require.
- Regularly contribute to the work of relevant committees as appropriate.
- Assist in and implement the College's education plan.
- Ensure the accurate recording of daily attendance.
- Ensure that accurate copies of all student assessments and grades are kept.
- Ensure that a duty of care is exercised at all times, through active supervision of students.

- Be aware of OHS requirements.
- Display a current classroom timetable in their homeroom.
- Contribute to the work of school committees charged with areas of supervision and development of the school, being a member of a committee where possible.
- Contribute to the selection of appropriate educational resources for the use of students and staff, in consultation with Curriculum Coordinator/ Head of School, with reference to the school's vision and strategic plan
- Dress is to be neat corporate wear with optional tie. Refer to Staff Handbook.
- Seek approval from the Principal or appropriate Head of School, should you require to be away from the premises, and always notify Administration staff of your whereabouts.

## **FINANCIAL**

- Contribute to the forming of the budgets in areas of their responsibility and then to operate within the budget set.
- Exercise Christian standards of stewardship in the management and care of physical resources under their disposal.
- Provide timely advice to the Principal/Head of School/KLA Coordinator of any deficits in materials and other provisions for their classes.
- Keep alert to new funding sources, such as grants and then assist in grant applications, as required by the Leadership Team.

***This Job Description may change at the discretion of the Principal, and is subject to annual review.***