



Covenant College

Operated by: Geelong Christian Education Association

JOB DESCRIPTION: Senior School Teacher –Years 9-12

PROFESSIONAL TEACHER REQUIRED FOR: Humanities (English, History), Psychology preferred but not essential.

HOURS OF DUTY: Full Time

EMPLOYMENT TYPE: Ongoing

REPORTS TO: The Principal & the Board

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

CURRENT VIT REGISTRATION REQUIRED

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.