



POSITION DESCRIPTION – Teacher

Organisational Environment	<p>Northside Christian College is a rapidly growing school with big ambitions for each student. The College is set in a tertiary education precinct in the City of Whittlesea in Bundoora, Victoria. Northside provides engaging learning opportunities for students from Prep through to Year 12 with the mission to “Transform lives through Christ and the wonder of learning.” We provide an innovative learning framework within a safe and supportive Christian environment.</p> <p>We aim to maximise the potential of every child, equipping them for lifelong learning and developing character based on Biblical values.</p>
Main Objectives	<p>To promote the purposes, Mission and ethos of the College through the provision of high quality Christian education.</p> <p>Teachers are expected to support students from a Christian perspective as outlined in:</p> <ul style="list-style-type: none">a) The Vision, Mission and Values of the Collegeb) The College’s educational philosophyc) The College’s Teaching and Learning Frameworkd) The College’s Statement of Faith <p>The Teacher will be a professional colleague who will be part of a team of staff striving to achieve the aims and objectives of the College.</p>
Accountability	<p>Directly through both written and oral means to the relevant Director of Learning.</p>
Key Internal Relationships	<ul style="list-style-type: none">• Directors of Learning• Teaching staff• Students• Learning support staff• Administration staff
Key External Relationships	<ul style="list-style-type: none">• Parents/Guardians

<p>Specific Accountabilities</p>	<p><u>Educational</u></p> <ul style="list-style-type: none"> • Create and maintain a safe, interesting and challenging learning environment • Plan and deliver differentiated classroom programs with clear and achievable learning goals • Foster strong and effective partnerships with parents for the benefit of students' learning • Use a range of teaching practices and resources to engage students in effective learning, including ICT where appropriate • Provide timely feedback to students including strategies for improvement through the College's Continuous Online Reporting Program (CORP) • Plan appropriate homework, according to the guidelines set in the College's Policy and provide regular feedback to students • Provide a copy of a course outline, learning outcomes and assessment for teaching programs using the appropriate platforms such as 'Schoology', 'Rubicon Atlas' and 'SEQTA' • In partnership with other staff, participate in curriculum development with a Christ-centred focus • Support students with disability with the provision of an inclusive education program in consultation with students, parents, health care providers and the relevant Director of Learning • Inform appropriate staff about any student concerns • Implement the College's Behaviour Management Policy • Perform extra duties as allocated. These may include, for example, the following: yard duty, sports days, open days, camps, excursions, mentoring of new staff, Parent-Student-Teacher Interviews, and other duties as required • Organise extra-curricular activities, such as service learning programs, mission, lunchtime activities, parent volunteers and other activities in consultation with the Executive Team • Perform teaching duties as required by the Executive Team or Principal • Undertake and keep records of approved professional development (PD) in consultation with the appropriate Director of Learning <p><u>Administrative</u></p> <ul style="list-style-type: none"> • Implement the College's policies and practices • Be familiar with the Staff Induction resources and comply with College policies and procedures • Contact the Daily Organiser, prior to 7.30 a.m., should you not be able to perform your teaching duties • Provide formal written reports at the end of Semester 1 and 2, and verbal reports of student progress as required • Provide timely formative and summative appraisals of students' progress
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- Attend Staff Professional Learning Days, staff meetings, team meetings, daily briefings/times of devotion, relevant curriculum meetings, teaching staff meetings, and parent-teacher interviews
- Ensure that accurate daily attendance rolls, copies of all student assessments and grades are maintained
- Ensure that a duty of care is exercised at all times, through active supervision of students
- Contribute to the selection of appropriate educational resources both for student and staff usage, and in consultation with the relevant Director of Learning/Business Manager
- Seek approval from the Principal, should you require to be away from the premises for extended periods of time
- Under normal circumstances staff are to undertake their preparation release time at the College
- Raise OHS concerns with the Executive Team and Occupational Health and Safety Committee

Financial

- Contribute to the formulation of budgets for areas of responsibility
- Operate within the set budgets under the guidance of the relevant Director of Learning and Business Manager
- Exercise Christian standards of stewardship in the management and care of physical resources under your disposal
- Provide timely advice to the Principal/ Director of Learning of any deficits in materials and other provisions as required for educational programs
- Remain alert to new funding sources, such as grants and then assist in grant applications, in consultation with the Executive Team and relevant Director of Learning

Personal

- Be an active member of a Christian church
- Have a well-developed understanding of the purposes of Christian education
- Demonstrated understanding of the need to address the academic, social and emotional needs of the students.
- Have relevant and appropriate tertiary qualifications in education
- Have current VIT registration
- Demonstrated knowledge of subject areas and how students learn
- Demonstrated commitment to student wellbeing.
- Have an attitude of a servant leader
- Be a suitable role model for students
- Endeavour to build genuine rapport with all students

Duty of Care	<p><u>Duty of Care</u></p> <ul style="list-style-type: none"> • Be familiar with College policy, rules and expectations • Take responsibility for the pastoral needs, duty of care and standards of behaviour of students inside and outside the classroom. This includes students you do not teach. • Giving, in so far as the teacher is able, the individual attention to which each student is entitled • Actively support the College's Code of Conduct and insist on acceptable standards of behaviour in students • Follow workplace health and safety procedures • Be punctual to classes, meetings and other duties • Supervise students whilst on grounds duty and afterschool detentions • Maintain records of student attendance at classes • Ensure early indications of concerns are communicated to parents.
Pastoral Care	<p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> • Take responsibility for the pastoral needs of students in your Class. • Be familiar with and support the implementation of the College's student wellbeing related policies.
Child Safety	<p>Northside Christian College is committed to child safety, we have zero tolerance of child abuse. The Committee of Management, Executive Team, staff, volunteers and contractors at Northside Christian College are required to abide by the Child Safety Code of Conduct. Our robust human resources, recruitment and vetting practices are strictly adhered to during our staff application and interviewing processes. Applicants should be aware that we carry out working with children checks, police record checks and reference checks as appropriate.</p>

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive Team may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.