



CLASS TEACHER

Olivet Christian College

Campbells Creek VIC 3451, Australia

Reports Directly To: Principal

Role The quality of the teacher is the single-most important in-school factor influencing outcomes for students. Teachers at Olivet Christian College will:

Take responsibility for the pastoral and academic progress of each individual student in their care; actively engaging them in rich learning experiences and process through the use of a variety of effective teaching strategies and differentiated instruction.

Ministry Specifications:

Pastoral Care of Students

1. Exercise a particular pastoral responsibility for students, most particularly those in your class
2. Provide guidance and encouragement in the development of students' Christian character, and social and emotional wellbeing
3. Work with the Principal and staff ensuring student well-being and safety are paramount
4. Partner with parents/caregivers in supportive ways and employing effective means of communication
5. Show sensitivity toward students experiencing personal, social, or self-management issues
6. Employ appropriate behaviour management strategies to ensure a safe, orderly, and successful learning environment, addressing discipline issues promptly, fairly, and respectfully
7. Lead and organise regular class devotions
8. Follow up students in regard to lateness and absences

Professional Knowledge and Practice:

1. Take responsibility for the teaching of designated subjects in accordance with the College's curriculum programs, the Australian Curriculum Framework
2. Know the relevant curriculum content and understand the fundamental concepts, structure, and enquiry processes relevant to the programs taught
3. Ensure curriculum meets the requirements of the VRQA
4. Incorporate biblical principles and perspectives into the curriculum
5. Structure lessons to meet the learning needs and cognitive and social development of students
6. Understand and apply effective, developmentally appropriate learning and teaching strategies i.e. differentiated programs, direct teaching, clear learning intentions, feedback, formative assessment, higher order thinking skills, integration of digital technologies
7. Keep abreast of current developments in educational thinking, curricula, and teaching practice
8. Develop students' skills and understandings in literacy and numeracy and use information and communication technology to contextualise and expand students' modes and breadth of learning
9. Create, with students, a highly stimulating productive and positive learning environment which stimulates learning and promotes excellence
10. Evaluate all aspects of teaching practice to ensure they are meeting the learning needs of students
11. Establish and achieve high expectations of students in relation to engagement with learning, work standards, behaviour, manners, and self-management All staff are required to have a strong desire for improvement in their own teaching with regular Professional Development.

Under the VIT guidelines there is a minimum standard required; 20 hours per year or 100 hours over 5 years.

All staff follow the VIT Code of Ethics and Code of Conduct at all times. A copy is available online at www.vit.vic.edu.au or a hardcopy is in the Information Manual in the Principal's office.

Please note:-

All Staff must wear the specific staff uniform.

Professional Engagement:

1. Support College-wide curriculum and professional development priorities
2. Maintain high quality, positive and effective working relationships with colleagues, contributing to team plans and programs
3. Demonstrate respect and professionalism in all interactions with students, staff, parents, and the community
4. Value opportunities to engage with the school community within and beyond the classroom so as to enrich the educational context for students
5. Ensure that all areas of the relevant Professional Standards for Teachers are being undertaken on a consistent basis
6. Model effective learning by identifying own learning needs and analyse, evaluate and expand professional learning, both collegially and individually
7. Contribute to the professional development of other staff members within the school by sharing knowledge, ideas and resources, and working as a member of a team
8. Actively participate in and complete all aspects of the College's Staff Development Review process each year
9. Analyse student progress and achievement so as to inform learning programs and teaching approaches
10. Provide input on pastoral care matters, excursion proposals, development of classroom resources, and other relevant matters

Inherent Requirements of the Position Teaching Staff - General

1. Prolonged periods of standing
2. Voice projection
3. Some bending, crouching, and stretching
4. Standing tasks requiring twisting and turning
5. Ability to administer first aid
6. Occasional lifting and carrying
7. Using computer for prolonged periods of time
8. Able to work in an outdoor environment and differing weather conditions, including camps, excursions, yard duties, etc.

Occupational Health and Safety Responsibilities

1. Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
2. To have knowledge of, and comply with the College's OHS policies and procedures
3. To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students, and visitors
4. Participate in relevant training and induction sessions

5. To report all incidents and/or potential hazards to the Business Manager

Administration / Duties

As part of your teaching role, you are expected to participate in a range of duties beyond classroom responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

1. Attendance at school meetings and staff devotions
2. Official functions within school time (assemblies, chapel, concerts, sports events)
3. Official functions outside of normal school hours e.g. Dedication Night, Presentation night, Parent Meetings, BBQ's, Open Day.
4. Professional Development days, end of year Staff Luncheon etc.
5. Parent-Teacher Interviews
6. Participation in the General Working Bee
7. Excursions, camps, competitions, and other relevant curricular and co-curricular activities

College expectations of you include:

1. Be familiar with, and supportive of, the College's policies regarding child safety
2. Adherence to College Policies and Procedures
3. Support of the Olivet Christian College ethos
4. Upholding the College staff dress code
5. The ability to carry out all administrative practices at the classroom level in a competent and professional manner. This covers, but is not limited to, keeping accurate Attendance Records, distribution of notices and newsletters, organization of resources, and care of furniture and property. Accurately and appropriately complete all tasks of planning, evaluation and record keeping.
6. Maintain accurate records of student achievement
7. Provide a comprehensive 'hand over' of each student's performance/progress/needs to the following year's teacher
8. Provide high quality reports to parents, both oral and written, and respond appropriately to written communiques
9. Undertake yard and other supervision duties as required, and exercise responsibility for the welfare of students

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.