

POSITION DESCRIPTION

Position:	Teacher		
Position type:	Full time / Part time	Location:	Melton
Reports to:	Principal	Supervises:	No direct reports
Classification:	Dependent upon experience		
Award:	Educational Services (Teachers) Award 2020		
Salary:	\$75,726 - \$103,845 plus 10.5% superannuation Staff also have the ability to access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.		
Approved by:	Principal	Date:	25/01/2023

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Pathways Certificate and the VCE Vocational Major Certificate for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social, and educational potential.

DJERRIWARRH COMMUNITY COLLEGE VALUES

- Caring:** We provide a safe and supportive environment.
- Respectful:** We treat all people fairly and equally.
- Inclusive:** We welcome all and put people first.
- Adaptable:** We respond to individual and community needs in creative and flexible ways.
- Accountable:** We take responsibility for our decisions and follow through on our commitments.

CHILD SAFETY

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. The College has zero tolerance for child abuse.

The College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

POSITION OBJECTIVES

The Victorian Pathways Certificate and VCE Vocation Major Certificate is an accredited secondary certificate which is a hands-on option for senior secondary students, offering practical work-related experience and learning. Each certificate has four curriculum strands plus and VET component: Literacy and Numeracy Skills; Industry Specific Skills; Work Related Skills; Personal Development Skills.

Teachers are responsible for the effective planning, delivery and assessment of the curriculum in alignment with their areas of delivery. School Leadership and the teaching team meet regularly and there are opportunities to work collaboratively in developing and implementing innovative and engaging teaching/assessment tools and strategies.

DUTIES AND RESPONSIBILITIES

Curriculum development, delivery, and assessment

- Develop and implement contemporary and innovative teaching practices relevant to young people with diverse LLN and employment barriers, including the effective use of ICT, to enhance student engagement and meet individual needs and pathways.
- Teach the required class hours and the specified day(s) as negotiated with the Principal.
- Develop learning and assessment tools and strategies that are engaging for students in accordance with the VCAA requirements.
- Monitor student attendance and maintain attendance and parent/guardian/student contact records according to College requirements.
- Assist each student to reach his/her personal and career goals through individual encouragement and high-quality training methods.
- Report on individual learning outcomes as required.
- Differentiate/modify lessons as required to meet the needs of the student cohort.

Quality assurance

- Work with the Principal and teaching team to undertake ongoing student evaluation and course review to further enhance teaching delivery and improve student outcomes.
- Participate in external quality assessment activities as required through VCAA.

Student wellbeing and safety

- Participate in supervising students in breaks as required.
- Actively promote a safe environment for all students and encourage students to participate in identifying strategies that will contribute to their safety and wellbeing.
- Adhere to the College's Duty of Care Policy, Child Safety Policy, the Child Safe Code of Conduct and the Mandatory Reporting Policy.
- Make student referrals to wellbeing staff as required.
- Promote the Trauma Informed Practice Model with the College.

Relationships and communication

- Participate in meetings, both internal and external as required.
- Actively work with colleagues to build positive relationships and team work.
- Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions.
- Work actively to engage students with the local community.

Professional standards and development

- Maintain a current Victoria Institute of Training (VIT) registration.
- Undertake ongoing, self-directed, professional development.
- Attend and participate in College staff training days as required.
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the College's Staff Code of Conduct and other relevant policies and procedures.
- Comply with privacy requirements in accordance with the College's Privacy Policy.
- Participate in regular external supervision sessions.

General duties

- Actively support the College mission, vision and values in the performance of all duties and responsibilities.
- Comply with all legal requirements in regards to:
 - Child Safety and protection, including mandatory reporting obligations
 - Work health and safety
 - Equal opportunity
- Perform other duties as requested by the Principal.

KEY SELECTION CRITERIA

- KSC 1: Ability to plan and deliver innovative learning activities and assessments within an applied learning framework.
- KSC 2: Ability to work with and support young people that have disengaged from mainstream education.
- KSC 3: Ability to liaise with a range of stakeholders including the school community, the wider community, employers and education and training bodies as required.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- Victorian Institute of Teaching (VIT) Registration.
- Understanding of or experience in the delivery of the applied learning framework.
- Mental Health First Aid Training or willingness to undertake.
- First Aid Training or willingness to undertake.
- TAE40116 Certificate IV in Training and Assessment (or equivalent) advantageous.
- Trauma informed Training advantageous.

LEGAL REQUIEMENTS

Child safety and protection

Djerriwarrh is a child safe organisation and complies with:

- *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*
- *Ministerial Order No. 870: Child Safe Standards - Managing the risk of child abuse in schools*
- *Working With Children Act 2005*

Health and safety

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to the Principal.
- Comply with work health and safety policies and procedures and follow directions given by the Principal in relation to safe work practices.

Privacy

Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.

The College complies with the:

- *Privacy Act 1988*
- *Freedom of Information Act 1982*

Access and equity

Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

The College conducts all activities free from sexual harassment and unlawful discrimination, which contravenes the following legislation:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*
- *Disability Act 2006*
- *Equal Opportunity Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*