Djerriwarrh Community College

POSITION DESCRIPTION

Position:	Teacher		
Position type:	Part time (0.8 FTE)	**Location:**	Melton
Ongoing/Fixed Term:	Ongoing		
Reports to:	Principal	**Supervises:**	N/A
Classification:	Range 1 (Provisional) – Range 2 (Proficient)		
Award:	Educational Services (Teachers) Award 2020		
Salary:	$92,882.00 to $133,456.00 per annum plus 12% superannuation, based on a full-time position (1.0 FTE). Part-time positions are paid at a reduced, pro rata rate. 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:**	November 2026

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College's vision is to provide a community college that encourages and inspires young people to reach their personal, social and educational potential. The College delivers the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM) for students aged 15-19 years in the Melton area who are unable to participate in mainstream schooling. Djerriwarrh Community College is committed to providing wrap around supports to students through Individual Learning Plans, counselling services, community partnerships and pathway programs. The College supports 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. Djerriwarrh recognises and responds to the diverse safety needs of all children and young people. This includes Aboriginal children and young people, those from culturally and linguistically diverse backgrounds, children and young people with disability, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+), and other students experiencing risk or vulnerability.

DJERRIWARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

POSITION OBJECTIVES

The Victorian Pathways Certificate and the VCE Vocational Major Certificate is an accredited secondary certificate which is a hands-on option for students, offering practical work-related experience and learning. Curriculum strands include Literacy and Numeracy Skills; Industry Specific Skills; Work Related Skills; Personal Development Skills alongside a VET component.

The Teacher is responsible for the effective planning, delivery and assessment of the curriculum. The Leadership Team and 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 literacy and numeracy skills, 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 their 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 and Wellbeing Policy, the Child Safe Code of Conduct and the Mandatory Reporting Policy.
- Make student referrals to wellbeing staff as required.

Relationships and communication

- Participate in meetings, both internal and external as required.
- Actively work with colleagues to build positive relationships and teamwork.
- 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's 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: **Demonstrated Commitment to Child Safety**

Proven understanding of and commitment to child safety standards, including the implementation of policies and practices that promote a safe learning environment for all students.

KSC 2: **Trauma-Informed and Strengths Based Practice**

Demonstrated ability to implement trauma-informed and strengths-based approaches to teaching and learning, with a deep understanding of the impact of trauma on student engagement and wellbeing. Proven capacity to create culturally safe, inclusive, and supportive learning environments that recognise and build on students' individual strengths. Practice is underpinned by the principles of the School-Wide Positive Behaviour Support (SWPBS) framework and the Berry Street Education Model, promoting emotional regulation, relational safety, and student empowerment.

KSC 3: **Effective Teaching and Learning Strategies**

Ability to design and deliver evidence-based, engaging, differentiated teaching and learning that meet the needs of diverse students. Proven capacity to use data and assessment to inform curriculum design, implement differentiated instruction, and develop Individual Learning Plans (ILPs) that support student progress and achievement.

KSC 4: **Professional Engagement and Collaboration**

Demonstrated commitment to ongoing professional learning, reflective practice, and continuous improvement. Proven ability to collaborate effectively with colleagues, families, carers, and community partners to support student wellbeing and learning outcomes. Capacity to contribute positively to school culture through shared responsibility, respectful communication, and active participation in whole-school initiatives.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- Victorian Institute of Teaching (VIT) Registration
- Nationally Coordinated Criminal History Check
- Certificate IV in Training and Assessment will be advantageous
- Experience in the delivery of VPC or VCE VM or similar type of education program will be advantageous
- Current Victorian Drivers Licence
- Mental Health First Aid Training or willingness to undertake
- Berry Street Education Model Training or willingness to undertake
- First Aid Training and Anaphylaxis Training or willingness to undertake

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*
- *Education and Training Reform Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *Working With Children Act 2005*
- Ministerial Order No. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises

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 and/or Torres Strait Islander 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*

Declaration			
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.			
Employee	Name:	Signature:	___/___/___
Manager	Name:	Signature:	___/___/___