

Position Description

<i>Position:</i>	Teacher (ELC) – Part-time
<i>Reporting to:</i>	The Principal, through the ELC Director
<i>Review Date:</i>	July 2018

Summary:

Bayside Christian College is a co-educational, ELC to Year 12 Christian College.

Teachers at the College are to promote the purposes, mission and ethos of the College through the establishment of quality Christian teaching and learning programs, and the modelling of appropriate standards of behaviour.

Main Functions and Responsibilities:

Educational

Teachers are expected to:

- Develop a positive and effective teaching and learning environment;
- Foster strong and effective partnerships with parents for the benefit of students' learning;
- Plan and deliver appropriate differentiated activities for student learning, including assistance with preparation and clean-up;
- In partnership with other staff, participate in curriculum development with a Christ-centred focus and of the highest quality;
- Identify students with special needs and develop a program for that student;
- Fulfil the role and responsibilities of a teacher as outlined in the College's behaviour management policy in consultation with ELC Director;
- Take ownership, for holistic pastoral support for students: attending to educational, emotional, behavioural, social and spiritual needs with the class group consulting ELC Director for necessary support.
- Perform extra duties as allocated annually. These may include, for example, the following: excursions, mentoring of new staff, Parent-Teacher Interviews, attending Open Days, Association meetings and other activities as required by the Board and Leadership Team;

- Organise extra-curricular activities, such as service learning programs, mission, lunchtime activities, parent volunteers and other activities in consultation with the Leadership Team;
- Perform teaching duties as required by the Leadership Team or Principal;
- Undertake and keep records of approved professional development (PD) in consultation with the appropriate Head of School.
- Undertake an annual Teacher Performance and Development process – setting goals for refining practice and submitting to review by the Leadership Team.

Administrative

Teachers are expected to:

- Be familiar with the Staff Handbook and comply with its contents;
- Implement the College's policies and practices;
- Contact the Daily Organiser prior to 7.00am should they not be able to perform teaching duties
- Provide timely formative and summative appraisals of student's progress for their own benefit in learning and for parents and College leadership;
- Attend and contribute or present when required to/at Staff Work Days, staff meetings, team meetings, daily briefings/times of devotion, relevant team meetings, teaching staff meetings, and parent-teacher interviews;
- Seek approval from the principal 48 hours prior, should you need to be absent from any of the above;
- Ensure that accurate daily attendance is kept;
- Clarify purpose of assessment and ensure that accurate records of formal or diagnostic student assessment are kept;
- Ensure that a duty of care is exercised at all times, through active supervision of students, and that incident reports are completed in a timely manner;
- Contribute to the work of College committees or learning teams charged with areas of supervision and development of the College, being a member of a committee or team where appropriate;
- Contribute to the selection of appropriate educational resources for the use of students and staff, in consultation with Coordinators, with reference to the College's vision and strategic plan;
- Seek approval from the Principal, should you require to be away from the premises for extended periods of time;

Financial

- Exercise Christian standards of stewardship in the management and care of physical resources under their disposal;
- Provide timely advice to the ELC Director of any deficits in materials and other provisions for their classes;
- Raise OHS concerns with the College Help Desk/OHS Committee;

Person Specification

- Be an active member of the Christian church;
- Have a well-developed understanding of the purposes of Christian education;
- Have a relevant and appropriate tertiary qualification in Early Childhood Education;
- Be familiar with the Reggio Emilia philosophy
- Demonstrate a working knowledge of Early Years Learning Frameworks
- Have current VIT registration;
- Have an attitude of a servant leader and be a suitable role model for students;
- Endeavour to have a genuine rapport with all students.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

It is a requirement of this position that the College's Code of Conduct and Child Protection Policy are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of our Code of Conduct and Child Protection Policy.

This Job Description may change at the discretion of the Principal and it is subject to annual review.