

# Position Description

<i>Position:</i>	<b>VET Teacher / Trainer - Kitchen Operations (TSC)</b>
<i>Reporting to:</i>	The Head of Secondary, Trade Skills Centre Manager
<i>Type of position:</i>	Part-time Ongoing
<i>Position Hours:</i>	0.4 FTE
<i>Review Date:</i>	September 2023

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## Summary:

Bayside Christian College (BCC) is a co-educational, ELC to Year 12 Christian College. The Trade Skills Centre located at 97 Robinsons Road, Langwarrin South is designed for Senior Secondary students enrolled in either the VCE or VCE-VM pathways. It offers a 'paddock to plate' approach to the delivery of VET level qualifications in Agriculture and Hospitality. Teaching of these units will be underpinned by a Christian Worldview.

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

- Develop a positive and effective teaching and learning environment;
- Foster strong and effective partnerships with parents for the benefit of students' learning;
- Plan appropriate differentiated assessment and reporting for student learning and provide timely feedback to students including strategies for improvement;
- Plan appropriate homework, according to the guidelines set in the College's Policy and Procedures manual and provide regular feedback to students;
- Provide a copy of a course outline, learning outcomes and assessment for teaching program incorporating evidence of differentiation;
- In partnership with other staff, participate in curriculum development with a Christ-centred focus and of the highest quality;
- Identify students with special needs, including support and giftings and in consultation with the Special Needs teacher 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 Head of Secondary and Coordinators;
- Take ownership for holistic pastoral support for students: attending to educational, emotional, behavioural, social and spiritual needs with the class group, consulting the Head of Secondary or Coordinator for necessary support;

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- Perform extra duties as allocated annually. These may include yard duty, bus duty, sports days, camps, excursions, mentoring of new staff, Parent-Teacher Interviews, 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 Head of Secondary;
- Undertake an annual Teacher Performance and Development process – setting goals for refining practice and submitting to review by the Leadership Team.

## **Administrative**

- 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 formal written reports at the end of Semesters One and Two, and verbal reports of student progress as per the Assessment and Reporting policy;
- Provide timely formative and summative appraisals of students' progress for their own benefit in learning and for parents, College management and potential employers and providers of further education;
- 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 relevant manager 48 hours prior, should you need to be absent from any meetings.
- Ensure that accurate daily attendance is kept – marking within 10 minutes of the requirement times;
- 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;
- 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;
- Under normal circumstances, staff are to undertake their preparation release time at the College unless prior approval has been obtained from the Principal.

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## **Financial**

- Contribute to the forming of the budgets in areas of their responsibility and then to operate within the set budget;
- Exercise Christian standards of stewardship in the management and care of physical resources under their disposal;
- Provide timely advice to the Principal/Head of Secondary of any deficits in materials and other provisions for their classes;
- Raise OHS concerns with the College Help Desk/OHS Committee.

## **Person Specification**

- Have experience delivering and assessing VET level qualifications to young adults;
- Be an active member of a Christian church;
- Have a well-developed understanding of the purposes of Christian education;
- Hold current VET training qualifications including valid TAE;
- Hold the VET level qualification/s being taught, ideally at a higher level (e.g. Cert III in Agriculture, Cert III in Hospitality);
- Have current VIT registration or willing to seek Permission to Teach;
- Be able to demonstrate industry currency and liaise with industry partners;
- Have an attitude of a servant leader;
- 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 Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of College's Child Protection Policy and Child Safety Code of Conduct.*

*This Job Description may change at the discretion of the Principal and is subject to be reviewed annually.*