

POSITION DESCRIPTION



Class Teacher

CLASSIFICATION	Teaching
TIME FRACTION	Full Time 1.0
ESSENTIAL QUALIFICATIONS	Current and Valid VIT Registration
HOW TO APPLY	Online applications are preferred. Go to: https://www.aitkencollege.edu.au/careers and select the relevant option
CONTACT	Aitken College HR 03 9333 9100 employment@aitkencollege.edu.au

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including VCE, VCE VM and VET. As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

The vision for Aitken College is to develop and support a learning community of students, staff and families in association with the Uniting Church in Australia.

Mission

The mission of Aitken College is to enable students to become informed and compassionate members of the wider global community.

Aims

Aitken College will aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
 - Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
 - Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
 - Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
 - Empower students to act with service, sustainably and in reconciliation.
 - Cultivate an adaptive, innovative and continuously improving school.
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BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
 - Commitment to staff wellbeing
 - High quality learning and teaching infrastructure
 - Employee Assistance Program available to staff
 - Culture of encouraging excellence
 - On-site parking
 - Active staff association
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CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

Classroom teachers are responsible for the delivery of curriculum to the class or classes they have been allocated consistent with the College's philosophy, policies and practice. It is required that teachers respect and support the College's ethos, values, policies and procedures. Duties encompass teaching, curriculum development, report writing and co-curricular activities.

POSITION REPORTS TO

The class teacher reports to the relevant Assistant Principal, Deputy Head, Head of Year and/or Head of Faculty.

KEY RELATIONSHIPS

- Deputy Principal
- Assistant Principals
- Deputy Heads
- Heads of Year
- Head of Faculty
- Chaplain
- Staff
- Students

KEY RESPONSIBILITIES

TEACHING

- Conduct lessons that are thoroughly prepared and designed to engage and challenge students; and addresses differentiation in the classroom.
- Identify and make provision for students requiring learning support or extension.
- Develop and administer appropriate assessment tasks for each class and keep individual students promptly and fully informed of their progress in these tasks.
- Monitor student progress to ensure that students are working to capacity.
- Create a stimulating and challenging learning environment within the classroom.
- Utilise appropriate technology in the classroom, including use of iPads and other technologies.
- Keep detailed and accurate records of individual student achievement and progress via College assessment processes.
- Regularly report on student progress to parents through Learning Management System, Parent/ Teacher interview evenings, formal school reports or meetings with parents
- Communicate with parents on child's progress using current Learning Management System.
- Meet with the Assistant Principal, Deputy Head, Head of Year as appropriate to brief on student matters and parental concerns.
- Contribute to the budget process through the Assistant Principal (Learning and Innovation)/ Deputy Head of School and/or Head of Faculty and subject/area coordinators.

CURRICULUM DEVELOPMENT

- Deliver curriculum as set out by one or more of Assistant Principal (Primary), Head of Faculty,

Assistant Principal (Learning and Innovation) or other responsible staff member.

- Maintain curriculum documentation as directed by the Assistant Principal (Learning and Innovation).
- Contribute to the development of curriculum, teaching resources and assessment materials within the subject(s) taught.

HOMEROOM TEACHER

- Be actively involved in Life Skills/Pastoral care programs, being sensitive to students experiencing personal, social or organisational issues and where necessary liaise with the Head of Faculty – Life Skills or relevant Assistant Principal.
- Implement strategies to get to know and follow progress of each student.
- Mentor and encourage student involvement in co-curricular programs in the College.
- Consult with Assistant Principal/ Deputy Head /Head of Year/ as necessary.
- Monitor attendance in accordance with school policy.
- Adhere to school procedures in relation to routine matters such as manners, pride in uniform, punctuality and attitude to learning.

PROFESSIONAL DEVELOPMENT

- Maintain an up-to-date knowledge of current pedagogical approaches to teaching through appropriate professional development activities and participate in professional development activities provided by the College.
- Participate in the College Professional Learning activities in accordance with school priorities and individual needs, in order to continuously improve teaching knowledge and practice.
- Keep up to date with College policies and procedures including assigned learning modules.

GENERAL

- Adhere to school discipline in accordance with school policy.
- Carry out teacher responsibilities for returning/collecting students, locking doors and other protocols.
- Carry out yard duty and other such duties as rostered.
- Attend relevant meetings: school, faculty, staff, team.
- Attend events such as Open Day, excursions, assemblies, Chapel, Easter and Christmas Services and Presentation Night.
- Be actively involved in the school's co-curricular programs.
- Any other duties as requested by the Principal.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Programs of the College.