



## ***Position Description: Teacher***

Position	Teacher
Classification	Varies depending on experience
Reports to	Senior staff member as designated in letter of offer.
Supervises	No staff currently report to this position unless advised
Position Purpose	The role of a teacher at King's College is to contribute to the College's provision of a quality Christian educational service by developing and facilitating outstanding learning opportunities for every student from a Christian worldview perspective.
Qualifications/ Experience	<p>A tertiary teaching qualification is mandatory</p> <p>Current registration (Full or Provisional) with the Victorian Institute of Teaching (<a href="http://www.vit.vic.edu.au">www.vit.vic.edu.au</a>) is mandatory</p> <p>Current <i>Working with Children</i> Check is desirable (<a href="http://www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children">www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children</a>)</p> <p>Successful teaching experience is desirable</p> <p>Be an active member of a Christian Church and accept the College's Statement of Faith.</p>

## Key Accountabilities

Statutory Responsibilities	<p>This position is required to support the achievement of the College's mission and values together with the aims of the Strategic Plan:</p> <p><b>Mission</b></p> <p>King's College provides a caring Christian education to effectively prepare confident young people as lifelong learners equipped to know and serve God in a changing world.</p> <p><b>Values</b></p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Excellence</li> <li>• Integrity</li> <li>• Perseverance</li> <li>• Respect</li> <li>• Humility</li> </ul> <p>This position is responsible for adhering to all legislative requirements as they pertain to the position of teacher.</p>
Commercial Management	No accountabilities for this position
Fiscal Management	<p>This position is responsible and accountable for the collection and appropriate record keeping for any monies brought by students for College activities.</p> <p>Where this position is accountable for the management of any College funds, such management must be in accordance with operating guidelines as determined by the Principal or Business Manager.</p>
Consultation and Communication	<p>Teachers are required to promote and maintain a positive school image and good community relations.</p> <p>This position is responsible for the development and maintenance of effective and positive relationships with students, staff and parents.</p>
Business Development and Innovation	No accountabilities for this position
Asset Management	<p>The College must effectively manage its resources to ensure optimum life.</p> <p>All employees are expected to assist the College to maintain resources provided for the delivery of educational and support services in a safe environment and in good order.</p>
Risk Management	<p>This position is responsible and accountable for managing all elements of risk relating to the role as a teacher and the learning environment available to students both within class and in co-curricular activities.</p> <p>Any safety concerns must be directed to the Business Manager or Principal immediately.</p>

## Duties

- Teach across year levels and learning areas as required
- Assume responsibility for the development of a quality learning environment for students in his/her classes including effective lesson planning
- Ensure teaching and learning environment and teaching programs reflects a Christian worldview
- Teach Christian Studies programs and lead other aspects of worship in the College with staff and students as required
- Prepare quality and relevant assessment tasks
- Develop and maintain accurate and detailed formative and summative evaluative records for all students including portfolios
- Where required develop Individual Education Plans
- Active involvement in developing and maintaining partnerships with parents
- Complete all College requirements in relation to all aspects of teaching and learning, including the College's tutorial program
- Communicate regularly with parents on matters of student welfare and progress
- Supervise other classes when required
- Attend all staff and subject/ year level meetings
- Be present at College assemblies, when on duty at that time
- Be actively involved in co-curricular activities including camps and other aspects of College life
- Accept responsibility for the behaviour outside the classroom of all students, not only those taught
- Carry out allocated duties such as daily duties and detention
- Inform Reception if absent from the College during the school day
- If absent, leave a relief lesson with an attached class list with the office
- Actively pursue professional development opportunities which enhance classroom practice particularly integrating ICT into instruction for enquiry based, applied learning and interdisciplinary projects
- Prepare punctually student reports within College guidelines
- Foster family confidence in all aspects of King's College
- Act as a positive role model for students
- Be actively involved in the College's pastoral care program
- Other duties consistent with the total educational delivery being provided by the College as requested by the Principal

### Performance Appraisal

All staff of King’s College are required to undertake a goal setting process. In this process the employee and supervisor negotiate:

- Goals for the next period
- Strategies that will assist the employee to achieve the goals
- Time frame for interim review and achievement of goals

### Working Relationships

Internal	Students Teachers Principal Deputy Principals Team Leaders Other staff at all levels across the College
External	Clients – College Families External providers of any College services

### Position Dimensions

The position of teacher currently has no personnel or financial delegations.

## Key Selection Criteria

KSC1	A demonstrated ability to prepare high quality learning and teaching programs which: <ul style="list-style-type: none"> <li>• Meet the diverse characteristics, needs and learning styles of students</li> <li>• Are consistent with College programs and legislative requirements</li> <li>• Are consistent with current educational trends and the strategic direction of the College</li> <li>• Reflect a Christian worldview</li> </ul>
KSC2	A demonstrated ability to utilise high quality teaching skills including the use of information communications technology and effective assessment processes.
KSC3	A demonstrated ability to communicate effectively with students, including the use of consistent student management strategies that contribute to a supportive learning environment.
KSC4	A demonstrated ability to work collaboratively with colleagues and members of the wider community to establish productive partnerships and achieve outstanding educational outcomes.
KSC5	A demonstrated willingness to become actively involved in the College's co-curricular program and all aspects of College life.
KSC6	A demonstrated commitment to child safety and the protection of every child from harm.
KSC7	An active involvement in a Christian Church.

## Additional Factors

- Prospective employees of King's College are required to disclose any criminal history (including convictions which are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.
- Prospective employees of King's College are required to disclose any disciplinary history at the time of interview. A disciplinary history will not automatically exclude an applicant from consideration for employment with the College.
- A no-smoking policy is effective on the College campus, at College activities and in College vehicles.
- A high standard of professional dress is expected for all employees of King's College.
- Employees of King's College are expected to participate fully in the co-curricular life of the College.
- King's College is committed to utilising information communications technology as a tool, integrated into instruction for enquiry based, applied learning and interdisciplinary projects. All teaching staff are expected to embrace and actively promote the College's direction in utilising information communications technology as a driver for pedagogical change.
- Travel may be a requirement of this position.