

## POSITION DESCRIPTION

<b>Position:</b>	Teacher		
<b>Position type:</b>	Part-time	<b>Location:</b>	Melton
<b>Reports to:</b>	Principal	<b>Supervises:</b>	NA
<b>Salary:</b>	<p>Dependent upon experience plus superannuation at the rate determined by appropriate legislation. Educational Services (Teachers) Award 2020</p> <p>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.</p>		
<b>Approved by:</b>	Principal	<b>Date:</b>	01/04/2025

Djerriwarrh Community College is an independent specialist senior secondary school based in Melton. Djerriwarrh Community College adheres to standards set by the Victorian and Federal Governments. The College delivers the Victorian Pathways Certificate and the VCE Vocational Major Certificate for students aged 15-19 years. Djerriwarrh Community College provides a safe and inclusive learning environment for vulnerable young people who have experienced disrupted learning. Our students may have experienced significant trauma and therefore have significant gaps in their learning. Students may also present with significant social and behavioural concerns at school. 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. Particular attention will be

paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

## **POSITION OBJECTIVES**

The Victorian Pathways Certificate and the VCE Vocational Major Certificate is an accredited secondary certificate which is a hands-on option for year 10-12 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 LLN 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 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 mission, 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 experience in working with young people who have experienced trauma and educational disengagement.
- KSC 2: Demonstrated interpersonal, communication and teamwork skills, including experience in working in a teaching team.
- KSC 3: Demonstrated ability to develop and deliver innovative and creative curriculum.

### **QUALIFICATIONS/SPECIAL REQUIREMENTS:**

- Victorian Institute of Teaching (VIT) Registration.
- 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*
- *Ministerial Order No. 870: Child Safe Standards - Managing the risk of child abuse in schools*
- *Working With Children Act 2005*

### **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*