

POSITION DESCRIPTION



Classroom Teacher

CLASSIFICATION

Teaching

BASIS OF EMPLOYMENT

Ongoing

ESSENTIAL QUALIFICATIONS

Current and Valid Victorian Institute of Teaching (VIT) Registration

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 the Victorian Certificate of Education (VCE), VCE Vocational Major (VM) and Vocational Education and Training (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

Aitken College sees a future where young people are inspired to do their personal best in service to themselves and others, in association with the Uniting Church in Australia.

Mission

Aitken College will develop students' self esteem and confidence; expand their skills and intellect; and encourage them to become vital and compassionate members of the community.

Values

Our values guide behaviour that builds strong character and promotes the highest standards. Students, in particular, are empowered to embrace the values to achieve their personal best in all aspects of their lives, including learning, service, citizenship and wellbeing.

Compassion

We display genuine concern and support those in need.

Excellence

We strive to achieve our personal best.

Honesty

We behave and act truthfully and in good faith when engaging with others.

Kindness

We are considerate of others and treat them with empathy and generosity.

Respect

We accept and appreciate ourselves, others and our environment.

Aims

Through all our work, we 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.

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

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 passionate professionals driven to design, implement, assess and reflect on highly innovative learning opportunities, to provide our students with the best possible opportunities. Our teachers contribute to the College's culture of innovation, continuous improvement and better practice.

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, practice and Strategy Plan. 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 Classroom Teacher reports to the relevant Assistant Principal, Deputy Head, Head of Year and/or Head of Faculty.

KEY RELATIONSHIPS

- The Executive Team
- The Leadership Team
- Heads of Year
- Heads of Faculty
- Students
- Staff
- Volunteers

KEY OUTCOMES

Teaching

- Learning opportunities are engaging, reflect best practice and demonstrate a commitment to the culture of innovation and continuous improvement.
- The students are challenged and appropriate levels of differentiation are evident.
- Authentic assessment provides the students the best opportunity to demonstrate their knowledge, skills, expertise and character development.
- The students are provided prompt feedback that should support their improvement when acted upon.
- Resources utilised in the classroom, including technology, are appropriately harnessed when necessary.
- The AIMS Learning Management System (LMS) is utilised and all communicated expectations, including planning, recording and reporting on student achievement and pastoral care, are up to date.
- Parents remain informed on their child's progress and any issues and/or concerns.

- School Wide Positive Behaviour (SWPB) is implemented and the relevant Assistant Principal, Deputy Head and/or Head of Year, are briefed on any student matters, issues and/or concerns.
- The Assistant Principal, Deputy Head, Head of Year and/or Head of Faculty are aware of any specific resourcing requirements.

Curriculum Development

- The curriculum established by the Assistant Principal (Learning and Innovation), Deputy Head Primary (PYP), Head of Faculty, and/or other members of the Executive, is delivered.
- The AIMS LMS is kept up to date with comprehensive curriculum documentation.
- Participation in collaborative planning leads to the development of curriculum, teaching resources and/or assessment materials within the subject(s) and/or discipline(s) taught, reflecting a high level of professional generosity.

Homeroom Teacher

- Active involvement in the Life Skills and Pastoral Care program supports the students personal, social and/or organisational needs. The Head of Faculty: Life Skills and/or relevant Assistant Principal are liaised with as necessary.
- Strategies are implemented that enable a positive pastoral care for the students, including their individual social and emotional progress.
- The students are mentored and engaged in the cocurricular programs of the College.
- Student attendance is monitored in accordance with College policies and the relevant Assistant Principal, Deputy Head, Head of Year and/or Executive Team members are consulted as required.
- Ensure the College's policies in relation to matters relating to uniform, punctuality, attitude to learning and values are implemented.

Professional Development

- Professional goal setting identifies professional learning requirements in order to maintain an up-to-date knowledge of pedagogical approaches for innovative teaching and learning.
- Teaching knowledge and practice are continuously improved by active engagement with the College's Professional Learning activities.
- The College's ongoing education in relation to policies and procedures is completed in accordance with the published timeframes.

General

- The management of the learning environment, including student behavioural expectations, is modelled through the use of College policy (i.e. School Wide Positive Behaviour).
- All professional responsibilities of a teacher including returning and/or collecting students, locking doors and other protocols, are all undertaken as communicated by the College.
- Reliably fulfil professional duties as rostered, including Yard Duty and relevant meetings (e.g. Staff Meeting, Faculty Meetings and Primary/Secondary Meetings).
- Demonstrates a commitment to College life through attendance at events including Open Day, excursions, assemblies, Chapel, Easter and Christmas Services and Presentation Night.
- Demonstrate an active involvement in the College's cocurricular program.
- Ensure that all sensitive, confidential and/or private student, parent and/or staff information is handled in accordance with the College's Privacy Policy, the Aitken College Code of Conduct Policy Statement, the Victorian Teaching Profession's Code of

Conduct, the Victorian Teaching Profession's Code of Ethics and/or any other legislative and/or College policy instruments.

- Undertake 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 Program of the College.

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: