



Donvale Christian College

Position Description

Position: Casual Relief Teacher (Secondary)

Accountable to: Assistant Principal - Head of Secondary

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the Position Description. Three referees are required to be listed – included in the three is to be one church reference demonstrating an active faith.

Applications which will be received as advertised and should be marked '**Secondary CRT**' and sent via email to: employment@donvale.vic.edu.au

The College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1500 students from Prep to Year 12 and the total number of employees is approximately 200.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College. Membership of a Bible based worship community is one of the criteria that has to be satisfied to successfully gain employment.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

Role Description:

All staff are expected to perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy.

The Casual Relief Teacher is responsible for the implementation of learning programs as directed by the class teacher that reflects the mission of the College and is appropriate to the needs of the students.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in attending College devotions that involve staff and/or students.

Professional relationships:

- Responsible to the Executive Principal through the Head of Secondary
- Liaise with Head of Secondary, Deputy Heads of Secondary, Secondary teachers and College staff as required.

Principal Accountabilities

Teaching

- Deliver teaching of Biblical perspectives integrated in each subject area, taking daily home group (if required).
- An ability to work with others within the faculty.
- An understanding of current teaching and learning practices in the subject area at secondary level.

"Act justly, love kindness and walk humbly with your God." Micah 6:8

- An ability to implement prescribed learning activities and assessment tasks at Years 7 to 12.
- Implement the educational program that caters for the learning styles and academic needs of individual students.
- A keen interest in working with the learning technologies available within an ICT environment to enhance student learning.
- An interest in working with students of varying ability levels.
- Creating flexible environments that support learning, enabling students to gain knowledge, reflect, engage, discover and explore.

Pastoral Care, Child Safety, Discipline and Classroom Organisation

- Sustain an environment of Christian care and support based on Biblical principles taking daily devotions.
- Ensure that the classroom is a place where all class members are respected and where students feel safe.
- Maintain a classroom that is physically and emotionally safe.
- Commitment to promoting and protecting the interests and safety of children.
- Establish and maintain a good rapport with students.
- Establish and reinforce appropriate codes of behaviour.
- Communicate with Year Level Coordinators and Faculty Coordinators, if required.

School Organisation

- Complete assigned yard duty and car park duty as rostered.
- Other duties as directed.

College Expectations

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\’s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.

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- Comply with all College policies including Occupational Health and Safety.

Position Requirements: Knowledge and Experience

- Tertiary qualification in Education
- Registration as a qualified educator (VIT)
- First Aid certificate (not essential)
- Course in First Aid Management of Anaphylaxis and Asthma
- A proven record of or ability to implement education programs
- Highly developed interpersonal skills
- Highly developed Information Communication and Technology skills

Applications to include:

- Applications which will be received as advertised and should be marked '**Secondary CRT**' and sent via email to: *employment@donvale.vic.edu.au*
- Including a **covering letter** addressing the selection criteria below.
- Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
- **Three referees** are required to be listed, – included in the three is to be **one church reference** demonstrating an active faith.

The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.