



Head of Staff – Keilor Campus

Full-time, ongoing teaching position: Position of responsibility has tenure of 3 years (renewable)
Commencing 28 January, 2020

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website:

www.overnewton.vic.edu.au

It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and be willing to participate in our co-curricular program.

ABOUT THE POSITION

Primary purpose

The incumbent will be responsible for daily organisation on the Campus. He or she will be a member of the Keilor Campus Management Team and teach classes on Keilor Campus.

Position in context: lines of communication and reporting

- Attend meetings of the Keilor Campus management Team
- Liaise with members of the Keilor Campus Management Team and with the Head of Staff Taylors Lakes Campus
- Report to the Head of Keilor Campus

Major responsibilities

- Provide efficient daily organisation catering for absences, excursions, camps and other activities.
- Other responsibilities arising from the seniority of the position, and in discussion with the Head of Keilor Campus.

Major duties

It should be noted that the peak busy period for the incumbent in this position is between 7.00 am and 9.00 am.

- processing leave and electronic excursion and incursion proposal forms and receiving details of meetings, etc.
- arrange room changes necessary due to incursions, competitions, meetings, etc.
- arranging cover for staff who are absent from classes or yard duty
- provide details and work for classes to be covered to relevant teachers and casual relieving teachers
- maintain a bank of casual relieving teachers and match them to specialist needs arising from staff absences, working with agencies as required
- assist casual relieving teachers to fulfil their responsibilities
- complete casual relieving teacher advice form and forward to pay office
- complete monthly staff leave information documents and forward to pay office.
- provide information to the Head of HR about trends and situations of concern
- maintain record of leave taken with and without necessary certificates
- contact staff regarding submission of leave forms and evidential requirements, as necessary
- liaise with pay office and Head of HR regarding leave entitlements
- daily problem solving at the Keilor Campus
- organise Year 10/11 exam supervision roster
- other duties as required

Key Contacts

- Head of Keilor Campus, Heads of School Keilor Campus, College Chaplain, Head of Staff Taylors Lakes Campus, Head of Human Resources

Allowance

The successful applicant will work on Keilor Campus. This position of responsibility attracts a time allowance of 1,560 minutes per two-week cycle and a monetary allowance at POR Level 4 (\$10,180 in 2020).

ABOUT THE PERSON

Knowledge, skills and experience relevant to this position

The successful applicant will demonstrate:

- outstanding interpersonal and communication skills,
- highly developed organisational and logistical skills
- the ability to problem solve under time constraints
- the ability to manage a roster of relief teachers

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and take all reasonable steps to promote the safety of children.

The Selection Process

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Keilor Campus. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

All applicants are required to complete the appropriate application form, including additional information as specified on the form. Applications which do not include evidence of registration with the Victorian Institute of Teachers (VIT) will not be considered.

In the first instance, enquiries and applications should be directed to:

Mrs Di Nunan, Head of Human Resources

Email: humanresources@overnewton.vic.edu.au

EMAILED APPLICATIONS PREFERRED

Applications will close on Monday, 14 October, 2019.

Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Head of Human Resources, Di Nunan on 9334 0000

Information about the College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values:

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

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