



Year 3 & 4 Leader combined with Year 4 Teaching role

Taylor's Lakes Campus Junior School

Ongoing teaching position commencing 22 January, 2019

Tenure of position of responsibility: 22 January 2019 until 31 January 2021 (renewable)

Applications close at 9 am on Monday 14 January, 2019

Position Description: Year 3 and 4 Leader

Position Objectives

The Year 3 and 4 Leader has the primary function of providing leadership in educational initiatives as well as staff and student welfare. It is expected that the Year 3 and 4 Leader will participate in professional growth throughout each year and maintain excellence in education as a role model to the teaching staff in this area.

Organisational Relationships

- This position is accountable to the Principal through the Head of Junior School
- Positions accountable to this position are: School based teachers in Year 3 and 4
- The incumbent is a member of the Junior School and attends meetings of the Junior School
- Internal liaisons of this position are: Staff in the Year 3 and 4 levels

Key Responsibilities

- Participate in weekly year level team planning
- Initial contact person for behaviour management of students in the Year 3 and 4 levels
- Oversee the Prep and Year 4 Buddy Program in conjunction with Prep-2 Leader
- Manage the of Year 4 Transition Program
- Support staff working within the year levels (including Integration Aides and specialist subject teachers)
- Oversee resourcing, purchasing and auditing of teaching materials
- Support Casual Replacement Teachers working within the relevant year levels
- Support the organisation and coordination of Information Evenings
- Manage the Family Life Program
- Support beginning teachers
- Provide support to teachers in working with parents
- Support the Deputy Head of Junior School with SRC management
- Organise student aspects of final Year 4 Assembly
- Work with Junior School pedagogy coach in setting annual goals for teachers within Years 3 and 4
- Carry out other duties as required by the Head of Junior School, Head of Campus or Principal

Qualifications

- Bachelor of Education; speciality in Primary Years education
- Relevant qualifications at post-graduate level will be highly regarded

Key Qualities

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following key qualities:

- Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students.
- Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community.
- Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses.
- Capacity to use analytical skills to contribute to educational outcomes.
- Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College.
- Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College values.

Relevant skills, knowledge and experience

- Demonstrated exemplary skills as a teacher of students in Year 3 and 4
- Demonstrated leadership ability, either in a formal position of responsibility or as a teaching team member
- Strong written and verbal communication skills
- Sound knowledge of Foundation to Year 6 Australian Curriculum

Performance Management

In relation to setting goals, managing performance and program accountability, the Head of Junior School will establish key performance indicators (KPIs) with the Year 3 and 4 Leader, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position, will be reviewed at least annually.

Allowances

This position of responsibility attracts a time allowance of 450 minutes per two-week cycle and a monetary allowance at POR Level 3 (\$6,553 in 2019).

GENERAL REQUIREMENTS OF TEACHERS

The teachers we are seeking for positions in our Junior Schools will have the following qualities:

- Enthusiasm for the ethos of the College, and a sense of excitement about learning for themselves as well as for their students
- Detailed knowledge of Australian Curriculum requirements as relevant to the position
- Demonstrated expertise in teaching at relevant levels and confidence in using an inquiry approach
- Well-developed classroom management and communication skills, combined with an ability to engage students
- Excellent general teaching skills and student-centred conceptions of knowledge
- Strong understanding and appreciation of the social, relational, attitudinal, physical and cognitive development of students of the relevant age-groups

- Skills in negotiating the curriculum, managing group work and catering for a wide range of interests, learning styles and abilities
- An ability to incorporate information and communication technologies as an integral part of curriculum
- Collaborative and proactive approaches to handling day to day matters
- Willingness to contribute to Assemblies and Chapel Services

All teachers are expected to meet the AITSL Professional Standards for Teachers that match their level of experience:

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 taking 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 Junior School. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form. Applications for teaching positions which do not include evidence of registration or evidence of an application for registration with the Victorian Institute of Teachers (VIT) will not be considered.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant
humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

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.

Information about Overnewton College is available on the College website:
www.overnewton.vic.edu.au.