



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of
**Teacher of
Commerce/Legal
Studies/Accounting**

Contents

1.	College Overview	3
2.	Our Mission	4
3.	College Values	4
4.	Child Protection Statement	4
5.	Position Overview	5
6.	Key Responsibilities	5
7.	Key Selection Criteria	5
8.	Relevant Skills, Knowledge and Experiences	6
9.	Conditions of Employment	6
10.	Application Process	7



College Overview

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

All staff participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Four schools, two campuses, one college

The College is organised into Junior School (Preparatory – Year 4, Canowindra Campus), Middle School (Years 5 – 8, Yirramboi Campus), Year 9 (Canowindra Campus), and Senior School (Years 10 – 12, Yirramboi Campus). Each School has its own Head of School and its own Parent Support Team and is functionally self-contained. The structure gives a small school community intimacy to the entire College and is supported by our large school facilities, large VCE subject choice and support services. The College is a safe, happy, ordered environment in which disciplined behaviour is a natural outcome of motivated students, engaging and demanding programs and excellent pastoral care systems.

Proudly Anglican

The College has a Chaplain and every child attends Chapel once a week. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Preparatory Year to Year 11.

Affordable education

To allow access to our education, the College maintains affordable fees with State and Commonwealth Government funding providing the balance.

Consistently high academic results

Our VCE results are particularly pleasing when we consider that Overnewton encourages all students to complete the VCE regardless of their academic ability. Overnewton participates in the NAPLAN tests and results can be viewed here.

Parental involvement

Recognising that education is a partnership, the College seeks high parental involvement and each family contributes 12 hours of service to the College per term. There are over fifty parent working groups helping in areas such as classroom assistance, gardening, yard duty, student banking, photocopying, catering, canteens and the annual fair. There are regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.





Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community 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

Our 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 on the wider community.

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.

Learning

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

Excellence

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



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being 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.

Position Overview

Position Title	Teacher Commerce/Legal Studies/Accounting VCE Level
Campus:	Yirramboi
Reports to:	Head of Faculty – Humanities Years 7-12
Time Fraction:	Full-time or Part-time Applications will be considered
Tenure:	Ongoing
Effective date:	January 2024

Position Summary

The applicant we are seeking will be a passionate educator, within the Humanities faculty. The ability to teach subjects at a VCE level is a requirement, particularly in the areas of Commerce, Legal Studies and/or Accounting.

Position Relationships

- Principal
- Head of Senior School
- Head of Faculty – Humanities Years 7- 12
- Head of Learning Senior School
- Senior School Level Leaders relevant to the subjects undertaken
- VCE Coordinator
- Learning Development and Support Coordinators relevant to the position
- Senior School Academic Staff
- Senior School Administrative Staff

Key Responsibilities

Responsibilities include but are not limited to:

- Plan, prepare and teach programs to achieve specific student outcomes.
- Collaborate with colleagues to engage in critical reflection and inquiry in order to improve knowledge and skills to effectively engage students and improve their learning.
- Provide effective pastoral care to students as a subject teacher and/or Mentor.
- Carry out any other duties as required by the relevant Heads of School, Deputy Heads of School, Heads of Faculty, Deputy Principal or Principal.

Key Selection Criteria

Teachers will be expected to have:

- 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 and VCE requirements as relevant to the position.
- Demonstrated expertise in teaching at relevant levels.
- Well-developed classroom management and communication skills, combined with an ability to engage students.

- 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.
- Strong interpersonal skills and capacity to develop and sustain productive relationships with students, colleagues and parents.
- Capacity to use analytical skills to contribute to educational outcomes.
- Support for and capacity to develop and maintain a positive tone and a classroom culture based on ethical professional and personal behaviours and College Values.
- Ongoing commitment to professional learning in the current theories and methodologies in academic performance and student well-being.
- Collaborative and proactive approaches to handling day to day matters.
- In line with our Christian ethos all appointed Educators must be able to teach Religious and Ethical Vocational Education for the year levels that they are appointed to teach core or specialist subjects.
- Willingness to contribute to Assemblies and Chapel Services.

Relevant Skills, Knowledge and Experiences

- Suitable teaching qualifications and relevant VCE experience.
- Post graduate qualifications, preferably at the Masters level will be highly regarded.
- A sound knowledge of, or experience in a comparable independent school setting will be highly regarded.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination 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 well-being 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.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than 2 pages, which summarises your educational philosophy and experience relevant to the key responsibilities of the role;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Principal or delegate at final interview.

Applications will be processed upon receipt.

Closing date for applications: 29 September 2023

