



**OVERNEWTON**  
ANGLICAN COMMUNITY COLLEGE



*Appointment of*

## **Middle School Teacher Years 5/6**

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# 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

<b>Position Title</b>	Middle School Teacher – Years 5/6
<b>Campus:</b>	Yirramboi
<b>Reports to:</b>	Head of Middle School
<b>Time Fraction:</b>	Fulltime
<b>Tenure:</b>	25 January 2024 until 11 December 2024, possibility of ongoing
<b>Effective date:</b>	January, 2024

## Position Summary

The applicant we are seeking will be a passionate middle school educator, with proven experience in teaching upper primary year levels. The role will work closely with the relevant Year Level Leaders and the Head of Learning Middle School.

## Position Relationships

- Principal
- Deputy Principal/Head of Yirramboi Campus
- Head of Middle School
- Deputy Head of Middle School
- Head of Learning Middle School
- Relevant Year Level Leaders
- Middle School Academic Staff
- Middle School Administrative Staff



# Key Responsibilities

This position is responsible for:

## Curriculum

- Collaboratively plan and evaluate curriculum with a team of year level teachers;
- Provide consistent and coherent learning programs that will foster independence, challenge and learning progression;
- Apply evidence-based, contemporary practice when designing learning opportunities and experiences.
- Document ongoing monitoring of student's development and progress;
- Collect and analyse student data to inform curriculum and program development consistent with existing practices of the school.

## Classroom

- Provide a nurturing and stimulating learning environment which caters to the pastoral care and specific individual needs of all students;
- Provide a clean, safe and secure environment for students, parents and staff at all times;
- Attend to the safety of the students at all times;



- Supervise and manage duties and responsibilities of Teaching Support Staff where applicable;
- Ensure all legally required documents (ie. attendance register, work program, incident forms, parent contact records, Individual Education Plans, Student Support Group minutes, semester reports etc) are maintained and upheld;
- Regularly communicate with parents regarding student progress informally and via Parent Teacher Interviews, written reports, etc;
- Have an ongoing commitment to and participate in professional development that generates an awareness of current trends and progress in education, which leads to the enhancement of student learning.

#### Professionalism and Team Work

- Maintain positive, professional and supportive interactions with parents, staff and the wider College community;
- Work as a cooperative member the collaborative year level team, ensuring harmonious relationships are maintained and delegated responsibilities are fulfilled;
- Adhere to teaching and OH&S regulations and policies;
- Attend and contribute to staff meetings and professional learning sessions;
- Plan and host relevant information events throughout the year as required;
- Maintain student staff and parent confidentiality;
- Contribute to the co-curricular program of the College as required.

#### Additional Responsibilities

- Reflect and uphold the values of the College at all times and take an active role in the general life of the Middle School;
- Contribute to the ongoing constructive evaluation of the school program, policies and activities where required;
- Undertake supervisory duties as required;
- Undertake other professional responsibilities as the College may reasonably require.

## Key Selection Criteria

- 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 as relevant to the position.
- 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.
- A passion for engaging every student and demonstrated ability to bring out the best in them.
- Demonstrated expertise in teaching at relevant levels.
- Excellent general teaching skills and student-centered conceptions of knowledge.
- Strong understanding and appreciation of the social, relational, attitudinal, physical and cognitive development of students at relevant year levels.
- Skills in negotiating the curriculum, managing group work and catering for a wide range of interests, learning styles and abilities.
- An ability to incorporate digital 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.

# Relevant Skills, Knowledge and Experiences

- Suitable teaching qualifications and relevant leadership experience.
- Postgraduate qualifications, preferably at the Masters level.
- 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](mailto: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: 4 October 2023.

