



## Year 4 Level Leader

Full-time position, commencing January 2023

Canowindra Campus, Taylors Lakes

### ABOUT OVERNEWTON COLLEGE

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.

Information about Overnewton College is available on the College website: [www.overnewton.vic.edu.au](http://www.overnewton.vic.edu.au).

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.

### Position Description

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| <b>Position Title</b>         | <b>Year 4 Level Leader</b>  |
| <b>Position Details</b>       | <b>Time Fraction:</b> Full time<br><br><b>Tenure:</b> 3 years (renewable). The incumbent will be an ongoing member of teaching staff.   |
| <b>Reports To</b>             | The College Principal, through Head of Junior School and Deputy Head of Junior School.  |
| <b>Direct Relationships</b>   | Year 4 Home Group Teachers  |
| <b>Position Relationships</b> | <ul style="list-style-type: none"> <li>• Head of Junior School</li> <li>• Junior School teaching staff (with a particular emphasis in Year 4)</li> <li>• Junior School students Prep – Year 4 (with a particular emphasis in Year 4)</li> <li>• Year 4 parents and guardians</li> <li>• Junior School Parents and community members</li> <li>• Junior School leaders</li> <li>• Support staff; including, Learning Development and Support Teachers, Teaching Support Staff, Counsellors, Chaplain and Campus Nurse</li> <li>• Junior School Administrative staff</li> <li>• Year 5 Level Leader</li> </ul> |
| <b>Position Summary</b>       | The Year 4 Level Leader has the primary function of providing leadership in student and staff welfare at this year level. It is expected that the Year 4 Level Leader will demonstrate and maintain excellence in education as a role model to teaching staff.  |

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| <b>Role Management and Review</b> | <p>The Junior School Year 4 Level Leader will establish work performance goals with the Head of Junior School within the first school term of appointment to the position. The incumbent's performance against these goals will be based on the key responsibilities, qualities and skills associated with the position, and in line with the College Exemplary Teacher review process. Goals will be reviewed annually, at a minimum.</p>  |
| <b>Key Responsibilities</b>       | <p><b><u>With respect to teaching:</u></b></p> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• Collaboratively plan and evaluate curriculum with a team of year level teachers.</li> <li>• Provide consistent and coherent learning programs that will foster independence, challenge and learning progression.</li> <li>• Apply evidence-based, contemporary practice when designing learning opportunities and experiences.</li> <li>• Document ongoing monitoring of student's development and progress.</li> <li>• Collect and analyse student data to inform curriculum and program development consistent with existing practices of the school.</li> </ul> <p><b>Classroom:</b></p> <ul style="list-style-type: none"> <li>• Provide a nurturing and stimulating learning environment which caters to the pastoral care and specific individual needs of all students.</li> <li>• Provide a clean, safe and secure environment for students, parents and staff at all times.</li> <li>• Attend to the safety of the students at all times.</li> <li>• Supervise and manage duties and responsibilities of Teaching Support Staff where applicable.</li> <li>• 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.</li> <li>• Regularly communicate with parents regarding student progress informally and via Parent Teacher Interviews, written reports, etc.</li> <li>• 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.</li> </ul> <p><b>Professionalism and Team Work:</b></p> <ul style="list-style-type: none"> <li>• Maintain positive, professional and supportive interactions with parents, staff and the wider College community.</li> <li>• Work as a cooperative member the collaborative year level team, ensuring harmonious relationships are maintained and delegated responsibilities are fulfilled</li> <li>• Adhere to teaching and OH&amp;S regulations and policies.</li> <li>• Attend and contribute to staff meetings and professional learning sessions.</li> <li>• Plan and host relevant information events throughout the year as required.</li> <li>• Maintain student staff and parent confidentiality.</li> <li>• Contribute to the co-curricular program of the College as required.</li> </ul> <p><b><u>With respect to the Level Leader Position of Responsibility:</u></b></p> <ul style="list-style-type: none"> <li>• Establish and maintain a positive tone and culture of striving for excellence amongst Year 4 staff and students</li> <li>• Actively promote an engaging, orderly and respectful Year 4 environment, including the learning spaces and shared areas for students, staff and the surrounding grounds.</li> <li>• Initial contact person for staff and parents regarding the well-being and behaviour management of Year 4 students.</li> <li>• Oversee Year 4 students on the Junior School Well-being Register (Case Management of Year 4 students).</li> </ul> |

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|                      | <ul style="list-style-type: none"> <li>• Work with the Deputy Head of Junior School to support the delivery of student well-being programs and the organisation of related events, including, but not limited to the Pastoral Care program, taking all reasonable steps to promote the safety of the students.</li> <li>• Meet regularly with the Deputy Head of Junior School regarding Year 4 student well-being matters.</li> <li>• Provide support to teachers in working with Year 4 parents.</li> <li>• Support the enrolment of new students to the Year 4 area.</li> <li>• Take an active role in working with the Year 4 student leaders.</li> <li>• Lead and oversee the Year 4 Transition Program.</li> <li>• Liaise with the Deputy Head of Junior School, Deputy Head of Middle School and Year 5 teachers regarding the Year 4 Transition Program.</li> <li>• Oversee the implementation of the Prep and Year 4 Buddy Program in conjunction with the Prep Year Leader.</li> <li>• Oversee the Year 4 teacher responsibilities for camp organisation.</li> <li>• Support the implementation of the Year 4 Interrelate Respectful Relationships Program.</li> <li>• Lead the Year 4 Celebration Assembly.</li> <li>• Support the Year 4 student involvement in the Junior School Carols Service.</li> <li>• Support the Year 4 student involvement in the Junior School Final Assembly.</li> <li>• Support staff working with Year 4 students (including Teaching Support Staff and Specialist Subject Teachers) with well-being matters.</li> <li>• Liaise with Year 4 parents regarding student well-being, including attendance at Student Support Group (SSG) meetings as required.</li> <li>• Monitor the attendance of Year 4 students at school.</li> <li>• Liaise with Learning Development and Support staff regarding their work in the Year 4 classrooms.</li> <li>• Prepare for and facilitate the weekly Year 4 Collaborative Planning meetings.</li> <li>• Oversee the Year 4 planning documentation requirements.</li> <li>• Manage and collate the yearly Year 4 Resource List.</li> <li>• Oversee Year 4 staff well-being.</li> <li>• Provide support for newly graduated or employed Year 4 teachers as required.</li> <li>• Oversee the Year 4 end-of-year teacher handover process.</li> <li>• Promote Year 4 via relevant communication channels.</li> <li>• Represent the Junior School at College, Campus and School based events.</li> <li>• Carry out any other duties as required by the Head of Junior School, Deputy Principal or Principal.</li> </ul> <p><b><u>Additional Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Reflect and uphold the values of the College at all times and take an active role in the general life of the Junior School.</li> <li>• Contribute to the ongoing constructive evaluation of the school program, policies and activities where required.</li> <li>• Undertake supervisory duties as required.</li> <li>• Undertake other professional responsibilities as the College may reasonably require.</li> </ul> |
| <b>Key Qualities</b> | <p><b>The teacher we are seeking will have the following qualities:</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for the ethos of the College, and a sense of excitement about learning for themselves as well as for their students.</li> <li>• Detailed knowledge of Australian Curriculum as relevant to the position.</li> <li>• A passion for engaging every student and demonstrated ability to bring out the best in them.</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Demonstrated expertise in teaching at relevant levels. Excellent general teaching skills and student-centered conceptions of knowledge.</li> <li>• Strong understanding and appreciation of the social, relational, attitudinal, physical and cognitive development of students at relevant year levels.</li> <li>• Skills in negotiating the curriculum, managing group work and catering for a wide range of interests, learning styles and abilities.</li> <li>• An ability to incorporate digital technologies as an integral part of curriculum.</li> <li>• Collaborative and proactive approaches to handling day-to-day matters.</li> <li>• Willingness to contribute to Assemblies and Chapel Services.</li> </ul>  |
| <b>Relevant Skills, Knowledge and Experiences</b> | <ul style="list-style-type: none"> <li>• Leadership experience in a Junior School or Primary School setting.</li> <li>• Knowledge and understanding of Early Years education.</li> <li>• Experience with the implementation of Visible Learning.</li> <li>• THRASS training and experience will be highly valued.</li> <li>• Knowledge of Restorative Practices.</li> <li>• Exemplary skills in managing the well-being of students.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to lead and work effectively as part of a team.</li> </ul>  |
| <b>Qualifications</b>                             | <ul style="list-style-type: none"> <li>• Bachelor of Education; specialising in Primary Years Education.</li> <li>• Relevant qualifications at a Post Graduate level will be highly regarded.</li> </ul>   |
| <b>Conditions of Employment</b>                   | <ul style="list-style-type: none"> <li>• All teachers will hold current registration with the Victorian Institute of Teaching (VIT).</li> <li>• All education support staff will have a current Working with Children's Card (Employee).</li> <li>• It is expected that all staff will support the Christian ethos of an Anglican school.</li> <li>• 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.</li> <li>• 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.</li> </ul> |
| <b>Application Process</b>                        | <p>Written applications should be emailed to <a href="mailto:humanresources@overnewton.vic.edu.au">humanresources@overnewton.vic.edu.au</a> and should include:</p> <ul style="list-style-type: none"> <li>• a brief cover letter of no more than one page</li> <li>• a candidate statement addressing experience relevant to the key responsibilities</li> <li>• 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.</li> </ul> <p>Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact Natalie Dedman (Ext: 115)<br/>In the first instance, further enquiries about this position should be directed to the Head of Human Resources, Di Nunan (Ext: 147)</p>   |

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| <b>Selection Process</b> | 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. |
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**CLOSING DATE FOR APPLICATIONS: 26<sup>th</sup> August, 2022**

| <b>Overnewton Anglican Community College</b> |   |
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| <b>Vision</b>                                | A community of Learners Embracing the Future  |
| <b>Mission</b>                               | 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.  |
| <b>Values</b>                                | <p>Overnewton’s Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.</p> <p><b>COMMUNITY:</b> 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.</p> <p><b>LEARNING:</b> We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.</p> <p><b>RESPECT:</b> 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.</p> <p><b>EXCELLENCE:</b> We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.</p> |
| <b>Website</b>                               | Information about Overnewton College is available on the College website:<br><a href="http://www.overnewton.vic.edu.au">www.overnewton.vic.edu.au</a>   |