



**NEWHAVEN  
COLLEGE**

Position Description

# Primary Teacher

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## DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

The core of our Strategic Direction is 'Hearts & Minds' recognises all our values interconnecting to provide means of strengthening our capacity to deliver on our strategic direction.

Your role and you personally will join us on this journey to add value to Newhaven College's future.

## OUR SCHOOL VALUES"

Respect

Honesty

Empathy

Responsibility

Excellence

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Job Title

Junior School Teacher

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Reports to

Director of Learning

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Classification Level

Classification will be determined in accordance with Newhaven College Enterprise Agreement 2019-2022, in context of qualification and experience the successful candidate has.

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## POSITION PURPOSE

There are several main areas to the role of a teacher at Newhaven College. They are:

- Teaching practice
- Pastoral care
- Curriculum and resource development
- Professional development
- Co-curricular activities
- General, administrative, and other activities

Catering for Individual needs, differentiating and modifying the curriculum as required and embedding the College's preferred Teaching Framework into the curriculum is an expectation of all staff.

## Responsibilities and Accountabilities

- Within the areas defined below, teachers are responsible for the students assigned to their classes
- To ensure communication and adherence for the appearance and behaviour of Newhaven College students
- Maintain and continued establishment of collegial and professional relationships with other members of the staff of Newhaven College
- Teachers as all staff must be familiar and observe with the College policies and procedures via policy connect. Be familiar with and adhere to the expectations outlined in the Staff Orientation/Induction Handbook.
- Observe and knowledge an understanding of Ministerial Order 870 – Child Safe Obligations and comply with the expectations within.
- Professional conduct to work with fellow colleagues in a respectful, inclusive collaborative manner.
- Current Newhaven College policies are to be observed including scheduled attendance to training requirements to support the incumbent to undertake the role, duty of care and OHS requirements responsibilities.
- Participate in annual review process to promote growth, professional development initiatives along with engaged discussions to aid planning.
- Genuine interest in Newhaven College Community with our Strategic Direction of 'Hearts & Minds' and our [School](#)

## MEASURES OF GOOD PRACTICE

Teachers at Newhaven College are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of good practice for a teacher include:

- The provision of high-quality curriculum
- The provision of educational opportunities and activities which enable all students to achieve their highest potential
- Excellent collegial relations
- Regular participation in professional development courses and programs
- Effective involvement in the general pastoral care programs and structures of the College
- Effective participation in the co-curricular programs of the College



### TEACHING PRACTICE:

- Plan and organise lessons that promote an environment of dynamic and active learning
- Develop a variety of effective teaching strategies to successfully implement the curriculum
- Ensure the needs of all individuals in their classes are catered for, identifying those who may need differentiation, modification or extension and work with the Student Support Team to cater for these students.
- Encourage and assist all students to reach their potential
- Give adequate time to lesson-planning and organisation
- Be aware of course requirements and expectations
- Evaluate the effectiveness of their teaching through a variety of sources
- Use available data to monitor student growth and inform their teaching
- Keep accurate records of students' attendance, progress, and assessment
- Maintain good communications with parents concerning the progress of their child
- Attend Parent-Teacher interviews
- Maintain curriculum on SEQTA
- Write formal reports that adhere to College guidelines and meet the expectations surrounding continuous online reporting

### PASTORAL CARE:

Pastoral care expectations are as follows:

- Participate in the College's pastoral care system as directed (e.g., as a Home Group Teacher or Tutor)
- Be sensitive to students experiencing personal, social, or organisational problems
- Care for a pastoral group in a way which reflects the College's Statement of Purpose and Values
- Liaise with colleagues and parents concerning the pastoral group and individual members of it
- Attend House, School and General Assemblies when required
- Attend Parent-Teacher interviews
- Attend Parent Information and Orientation meetings when required
- Document concerns on SEQTA when they arise
- Participate in the College Outdoor Education program as required

### CURRICULUM AND RESOURCES DEVELOPMENT:

- Participate in the creation, development, and evaluation of curriculum within the faculties in which teaching is undertaken
- Be aware of existing resources and, where possible, participate in the creation, development, and evaluation of resources for the implementation of the curriculum
- Ensure documentation is uploaded to SEQTA

### PROFESSIONAL DEVELOPMENT (PD):

- Keep up to date with curriculum and resource development in the teacher's area(s) of teaching
- Maintain records of their own PD attendance to ensure they comply with Victorian Institute of Teaching (VIT) regulations and requirements
- Display an active interest in one's own professional development and participate in the College's Performance and Development Plan review process
- Attend appropriate seminars and courses
- Attend weekly in-house professional development
- Participate in subject or area association meetings as appropriate
- Supervise student teachers and actively participate in their learning



### CO-CURRICULAR ACTIVITIES:

- Fulfil co-curricular responsibilities as negotiated with the Principal or their delegate and in accordance with College guidelines
- Provide leadership, guidance and instruction to participating students
- Participate in school camps as required
- Encourage students to be active participants in the co-curricular life of the College
- Ensure that all students have the opportunity to participate in the co-curricular life of the College
- Keep accurate records of student attendance and performance within the co-curricular activity
- Where appropriate, nominate students for College awards
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe for student participation
- Ensure the necessary equipment is available and cared for in an appropriate manner

### GENERAL, ADMINISTRATION AND OTHER ACTIVITIES:

- Attend College Presentation Evening
- Be a member of a team/faculty and attend all team/faculty meetings
- Attend Sub School, Year and Whole School meetings as required and
- Undertake yard and other supervision duties as required
- Attend Open Day
- Attend Information Evenings as required
- Conduct Parent Teacher Interviews as required

### SELECTION CRITERIA AS OUTLINED BELOW:

#### Essential requirements

Teachers at Newhaven College must:

- be tertiary qualified in education and meet the standards appropriate for current registration as a teacher with VIT.
- complete a National Police Check.
- provide the College with proof of their professional qualifications

#### Desirable requirements

- Further qualifications (including diplomas, postgraduate or tertiary qualifications) in areas that align with the College's curriculum
- First Aid Certificate – Apply First Aid HLTAID003 preferred
- Anaphylaxis Management Training preferred



#### SPECIAL CONDITIONS AND REQUIREMENTS:

- Comply with the College's Code of Conduct and Child Safe Policy
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Current work rights for Australia

#### STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.*