



NEWHAVEN COLLEGE

Position Description

Secondary Teacher of English (Years 7-12)

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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.

All the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfill our aspirations.

Join us on this journey and add value to Newhaven College's future.

OUR SCHOOL VALUES

Respect Honesty Empathy Responsibility Excellence

Job Title	Secondary Teacher of English (Years 7-12)
Reports to	Director of Learning and Head of Senior School
Date	Commencing Semester 1 2027
Employment Status	Full Time, ongoing
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise Agreement 2023 - 2026, in context of qualification and experience the successful candidate has.

POSITION PURPOSE

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

- Effective Teaching practice
- Pastoral care
- Curriculum and resource development
- Professional Learning
- 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 Learning Ambition is an expectation of all staff.

Responsibilities and Accountabilities

- To ensure the appearance and behaviour of Newhaven College students is upheld in accordance to our values.
- Be familiar with and adhere to the expectations outlined by policies and procedures of the college;
- Observe and knowledge an understanding of Ministerial Order 870 – Child Safe Obligations and comply with the expectations within.
- 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 their 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 contributing to Newhaven College Community via our Strategic Direction of 'Hearts & Minds' and our [School Values](#).

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 strive for personal excellence.
- 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, assessment and reporting
- Maintain good communications with parents concerning the progress of their child including Parent-Teacher interviews
- Participate in continuous improvement initiatives.



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 including school Open Day when required
- Attend and be active in parent evenings and meetings including pastoral care events

CURRICULUM AND RESOURCES DEVELOPMENT:

- Participate in the creation, development, and evaluation of curriculum to enact the Colleges Learning Ambition.
- 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 digitally stored according to school policy.

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
- 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

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.