

Schedule 1 - Position Description

TITLE:	VCE Business Management Teacher
RESPONSIBLE TO:	Director of Teaching & Learning
LIAISON WITH:	Staff, Parents and Community
QUALIFICATIONS:	Appropriate tertiary teaching qualifications, Victorian Institute of Teaching registration
FTE	Part-Time or Full-Time
LOCATION:	2 Nagle Avenue, Elsternwick, Vic 3185

General

The VCE Business Management Teacher is responsible on a day to day basis to the Head of Department, who reports to the College Principal. The College Principal is accountable for the global management and operations of the College.

Key Focus Areas

1. Professional knowledge
2. Professional practice
3. Professional engagement

Professional Knowledge

Knowledge and Understanding of Student Learning Needs

- Identify the learning strengths and weaknesses of students and be aware of the factors that influence learning
- Support and refer students with special needs to the Education Support Department and ensure an active partnership in managing student needs
- Develop strategic action plans for all students requiring additional interventions and/or management
- As soon as practicable, inform parents of students not completing work and of any student welfare issues (following consultation with Student Services)
- Implement appropriate strategies to support students in completion of work requirements
- Arrange opportunities to encourage student achievement and commend and recognize students who have performed well
- Take responsibility for students' classroom learning and issues, and exercise judgement in recommending to the Deputy Principal Curriculum, Secondary School, an appropriate and effective process for dealing with any serious issues including learning difficulties
- Refer serious discipline matters to the Head of Secondary, General Studies or the Deputy Principal Student Management, Secondary School.

Curriculum Content Knowledge

- Demonstrate a sound critical knowledge of the content, processes and skills taught
- Know the methodologies and technologies which support learning content
- Include current school based curriculum knowledge and continue to be aware of contemporary research into teaching and learning
- Assist with the preparation and presentation of College curriculum documentation as required
- Contribute to the development of curriculum teaching and assessment strategies within the year level
- Be familiar with current curriculum statements, policies materials and programs

Key Performance Indicators

1. Evidence of catering for individual needs
2. Evidence of effective development and implementation of Strategic Action Plans for students
3. Positive feedback from parents relating to communication of student welfare issues and work requirements
4. Participation in Staff Development Days and Staff Meetings as requested during the year
5. Evidence of reward systems used in the classroom
6. Evidence of positive communications to parents relating to Discipline concerns
7. Evidence of content, processes and skills taught
8. Evidence of research based curriculum implementation
9. Evidence of familiarity regarding current curriculum and policy

Professional Practice

Teaching and Learning

- Conduct thoroughly prepared lessons designed to engage students in their learning
- Have a sound and current knowledge of curriculum area(s)
- Provide an organized, balanced and challenging program, which is relevant to the needs of the students and consistent with the aims and objectives of the College
- Use a range of effective teaching methods, taking into account each individual student's learning style
- Encourage students to achieve their personal best
- Integrate higher order thinking skills across the curriculum
- Strive to ensure participation of all students in the learning process
- Regularly assess and provide feedback on students' work
- Foster and develop positive relationships between and with students
- Employ appropriate behaviour management strategies, which ensure a safe, orderly and co-operative environment
- Regular and timely marking and assessment of and return of students' work

Child Safety & Welfare Obligations

- Ensure that the care, safety and welfare of all students is in accordance with any applicable state or Commonwealth laws, and that all staff are aware of their obligations under those laws.
- Act taking all reasonable steps to ensure that a duty of care exists protecting students from risks of injury that should have been reasonably foreseen
- Maintain up to date knowledge of all Child Safe protocols and policies in particular, those that relate to Mandatory Reporting and Failure to Disclose or Protect obligations

Pastoral Care

- Contribute to the development and maintenance of a safe and supportive environment for all members of the College
- Respond to the needs, rights and contributions of all students and strive to ensure they reach their potential
- Take action to eliminate discrimination and harassment between and among students
- Be an effective role model for students
- Communicate and interact positively and effectively with parents/care givers and colleagues
- Comply with and be proactive in implementing school policies and procedures relating to child safety matters; including physical, emotional and sexual abuse

Key Performance Indicators

1. Evidence of clear and achievable student learning goals
2. Evidence of a range of activities and resources at developmentally appropriate stages for students
3. Evidence of the maintenance of records of students' progress
4. Evidence of a positive learning environment where respect for individuals is fostered and monitored
5. Evidence of the use and management of materials and resources that provide a stimulating, safe and aesthetically pleasing environment
6. Evidence of positive and effective parent/care giver interactions and communications
7. Knowledge of response procedures and reporting obligations relating to allegations of suspected child abuse and any evidence of fulfilling those obligations.

Professional Engagement

Curriculum Development

- Maintain up to date knowledge of curriculum area in which you teach
- Strive to improve skills and performances
- Identify own PD learning needs and plan for and engage in PD activities

Parents as Partners

- Attend relevant parent/teacher evenings

- Prepare for and conduct parent teacher interviews on request and when required
- Assist with appropriate parent/student curriculum evenings
- Handle parent enquiries and concerns/complaints with sensitivity and promptness
- Conduct interviews to discuss any student concerns
- Attend parent functions relevant to year level and “whole College”
- Monitor and use the College Diary for communication purposes between parent and College
- Work in co-operation with parents

Supporting College Vision and Ethos

- Adhere to College Policy and Procedures
- Understand and adhere to the College Child Safety Procedures and Code of Conduct
- Adhere to and promote the College Aims and Philosophy
- Be supportive of the Jewish Ethos of the College
- Adhere to the College Dress Code

General Administration

- Plan and document for classes and support classes prior to the commencement of each term
- Maintain accurate student absentee records
- Monitor conduct and homework as required
- Provide meaningful reports on student progress for parents and care givers
- Maintain accurate and comprehensive records of student achievement and performance
- Check classrooms and other facilities used by students for safety and appropriate presentation
- Read notices, emails and complete relevant forms on time
- Monitor receipt of excursion notices and follow up with parents where necessary
- Pre read all relevant student documents and handover notes prior to curriculum planning

Promotion/ Publicity/Special Events

- Attend special events as required by the College
- Attend allocated College Assemblies, Presentation Nights etc
- Attend all relevant Parent Teacher Information Evenings
- Attend where possible, other events in which your students are participating

General Professional Expectations

- Commitment to continuous improvement
- Undertake Yard Duty or its equivalent with due diligence
- Other duties as directed by Heads of Department, Deputy Principal Student Management or College Principal

Key Performance Indicators

1. Evidence of a welcoming supportive environment for parents
2. Evidence of availability to communicate with parents, employing various modalities of communication such as email if required
3. Participation in formal parent teacher interviews twice per year

4. Evidence of conducting parent and family events throughout the year as directed
5. Evidence of flexible work practices
6. Proven ability to plan, develop and implement innovative educational events
7. Knowledge of First Aid, hold a current first aid certificate
8. Demonstrated knowledge of and carrying out of College's approach to child safety matters including response procedures and reporting obligations relating to allegations of suspected child abuse
9. Demonstrated capacity to work as part of a team
10. Regular attendance at Staff Meetings, Briefings and Staff Development Days

Competencies Required

1. Knowledge of curriculum at relevant year level in accordance with VELS and /or any other curriculum and reporting requirements
2. Effective teaching practice
3. Effective pastoral care
4. Attention to detail
5. Effective in performing duties
6. Engagement in professional development
7. Proficiency in management and organizational skills
8. Ability to work as a member of a team
9. Proficiency in ICT Skills, Microsoft Word, Excel and interactive whiteboard technology

College Expectations:

At Leibler Yavneh College all staff are contributing to the learning, teaching and caring of our students. As such every staff member is directly involved in creating a positive learning environment where students and staff can flourish. Staff are expected to engage with the broader College community in a professional manner and model our values of Respect, Integrity, Gratitude, Honour and Tradition in all they undertake. Participating in College events supports a sense of belonging building positive relationship and creates an understanding of the ethos of the College.

Child Safety

Leibler Yavneh College is a child safe employer and is committed to the welfare of children and their protection. Leibler Yavneh College has a zero tolerance for child abuse stance. All potential employees and volunteers will be required to comply with the School's Child Protection and Safety Policies and the College Code of Conduct. All applicants will be required to undergo a rigorous background check. Leibler Yavneh College employees must complete on an annual basis a Mandatory Reporting online training module and other Child Safety training scheduled throughout the year.