

Position Description

Position Title	Classroom Teacher
Work Area	Teaching
Primary Campus	King Island
Classification	Levels 1-12 of the Ballarat & Clarendon College Enterprise Agreement 2016-2020
Employment Type	Full-time fixed term
Purpose of position To maximise every student's competence, skills and capacity so that, at the end of their time at the school, when they stand on the threshold of their future, they can choose their <i>heart's desire</i> .	
Position environment Classroom Teachers report to and operate under the general direction of their Head of Subject and Heads of School. Classroom Teachers interact with all areas and levels of staff as well as relevant external parties, which often require discretion and confidentiality.	
Reporting relationships <ul style="list-style-type: none"> • Head of King Island Campus • Head of Department/Team • Head of School 	
Principal Accountabilities <ul style="list-style-type: none"> • Implementation of the Ballarat Clarendon College Teaching and Learning Framework of Responsibilities as an individual as well as a functioning member of a Department/Team. • Implementation of the Ballarat Clarendon College Student Development Framework as an individual as well as a functioning member of a Department/Team. • Involvement in, contribution and commitment to professional learning. • Effective execution of professional responsibilities, including priorities, agreements and professional learning as directed by the Curriculum Committee. • Monitor the progress of all students by tracking details of student learning. 	

Professional Learning

- Take responsibility for personal performance management and development, with the support of Heads of Departments, mentors and/or performance managers. The most significant professional learning is supported and conducted within department teams.
- Gather feedback from a variety of sources about teaching performance. Participate with student survey process and classroom observation program as appropriate.
- Reflect critically on practice to improve the quality of teaching and learning.
- Participate collaboratively and actively in professional learning teams to ensure knowledge of curriculum, instruction and assessment is relevant and current.
- Take responsibility for professional learning and development opportunities within and beyond the Clarendon learning community. This will include professional reading.

School Improvement

- Develop capacity to write detailed curriculum documentation (Unit Plans and Lesson Plans – Wiggins & McTighe, Understanding by Design).
- Participate in the School Improvement Plan process designed to incrementally increase the effectiveness of teaching and learning.

Professional Responsibilities

- Model a commitment to continuous improvement and life-long learning.
- Communicate appropriately with parents, students, staff, contractors and other persons associated with the school at all times.
- Represent Clarendon professionally at all times whilst positively working in line with the School's focus.
- Work proactively and collaboratively to ensure alignment with and understanding of the whole school plan.
- Attend and contribute to staff meetings, professional development activities, training programs. Participate in non-teaching training and development activities as required by the school.
- Undertake other teaching-related and organisational duties as determined by the Principal.
- Participate in approved excursions that relate to the school curriculum. Attend camps and other outdoor education program activities as required.
- Use the Student Development Pathway as a framework for supporting the most important aspects of student development: Identity, Relationships and Self-Management.
- Implement the School Classroom Expectations consistently.

King Island Specific Information

- Actively participate in all residential camp duties, including but not limited to: assisting students with cooking, cleaning, chopping wood, surfing, hiking, swimming, morning fitness and camp maintenance.
- Supervise student study sessions and/or learning and social activities.
- Act as a House Mentor and fulfil all associated responsibilities.
- Organise and run recreational and outdoor activities for students.
- Contribute to the maintenance of the campus and equipment.
- Assist and supervise students in domestic duties.
- Assist with leading outdoor trips and activities.
- Attend overnight activities and weekend shifts as determined by the program.
- Provide staff, students and visitors to the campus with First Aid as required.
- Complete other tasks related to the running of the program and the care and wellbeing of the students.

Child Safety, Diversity, Community

Classroom teachers are expected to:

- Provide a safe and secure learning environment.
- Maintain strict confidentiality regarding students where appropriate and in alignment with privacy legislation.
- Operate within the Ballarat Clarendon College policy framework and legislation/regulations with respect to duty of care.
- Treat all members of the College community with dignity and respect.
- Work within the limits of their professional expertise.
- Maintain professional objectivity in their relationships with students.
- Maintain a professional relationship with the students of Ballarat Clarendon College, whether at school or not.
- Embrace their professional, legal and moral obligation to report concerns relating to student safety and wellbeing.
- Respect and promote diversity within the College community.

General

- Conform with and uphold all policies and procedures of Ballarat Clarendon College and take all reasonable care to ensure that any actions or omissions do not impact on the health and safety of others.
- Apply the basic knowledge expected of a professional position with respect to the principles of anti-discrimination and equal opportunity legislation and how they would apply in a workplace. Be able to describe the principles of equal opportunity and valuing diversity.

Special Requirements

- Reside on the King Island campus
- Travel between campuses as required.
- If requested, provide the College with an up-to-date police record check.
- Relevant Outdoor Education qualifications and/or experience.
- Wilderness First Aid training essential.
- Current CPR and Anaphylaxis Certificates.

High Regarded

- The ability to teach English would be highly regarded.
- Light rigid bus licence desirable.
- Surf Rescue qualification desirable.
- Surfing Instructor training desirable.
- Snorkelling Instructor credentials desirable.

Key Selection Criteria:

- Appropriate tertiary qualifications, minimum four years of study.
- Eligibility for Teachers Registration Board of Tasmania and Victorian Institute of Teaching registration.
- Strong curriculum understanding and the ability to effectively plan and design lessons.
- Commitment to and understanding of the use of a range of assessment tools and techniques.
- Sophisticated knowledge of subject curriculum, study designs and continua.
- Proven ability to provide feedback to students.
- Solid understanding of how to analyse data in relation to student progress and teaching effectiveness.
- Commitment to continuous improvement in and out of the classroom.
- Proven ability to manage time and conflicting priorities effectively.
- Strong interpersonal skills with demonstrated ability to build rapport with students, staff, parents and all other persons associated with Ballarat Clarendon College.
- Previous experience working within a team environment with a focus on success and outcomes.
- Proficient user of information technology.
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