



ICT TEACHER POSITION DESCRIPTION

REPORTING TO: Learning Area Coordinator

CAMPUS: Werribee

TENURE: Permanent

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton being Prep to Year 8.

Teachers will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

POSITION SUMMARY:

This position requires the Secondary ICT Teacher to have the ability to effectively teach, engage and educate a generation of young people through Christ-centered Education. Allowing the opportunity to grow with the vision of the College and provide a deep and rich learning for our students.

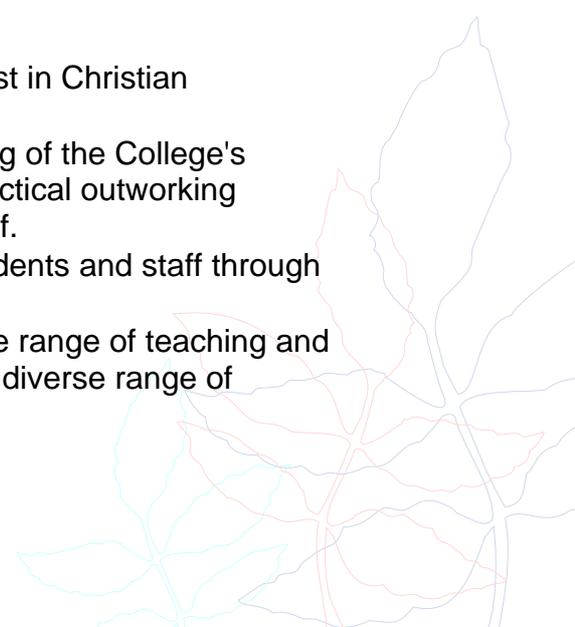
KEY RELATIONSHIPS:

- Learning Area Coordinators
- Technologies Departments
- Students
- Head of Learning Modules
- Staff
- IT Services Manager
- Relevant Professional Bodies

KEY RESPONSIBILITIES & DUTIES:

A. Teaching

- A demonstrated commitment to serving Christ in Christian Education.
- To participate in the continuing understanding of the College's Christian philosophy of education and its practical outworking through the professional development of staff.
- Ability to inspire, support and encourage students and staff through teaching from a Christian worldview.
- Ability to select and use appropriately, a wide range of teaching and assessment strategies to suit the needs of a diverse range of students.





- Actively participate in team meetings and/or team activities.
- Ability to teach the Australian Curriculum for students in secondary school in ICT subjects.
- Ability to reflect critically upon their own professional practices.
- Demonstrate the capacity for best practice in curriculum development and implementation, evaluation and assessment and management of teaching and learning activities.

B. Accountability

- Display strong knowledge of the current and relevant school curriculum.
- Keep accurate records of student attendance.
- Ability to develop units of work and submit to relevant staff and as requested.
- Ability to show initiative and accountability for teaching and learning in their classroom.
- Demonstrate core understanding of the method relevant to the teaching of ICT.
- Ability to write formal and professional academic reports.
- Strong ability to organise ones day and have a clear vision for any future work and/or tasks.
- Embrace the use of technology to enhance and engage the learning and development of staff and students.

C. Child Safety

The College has a zero tolerance of child abuse.

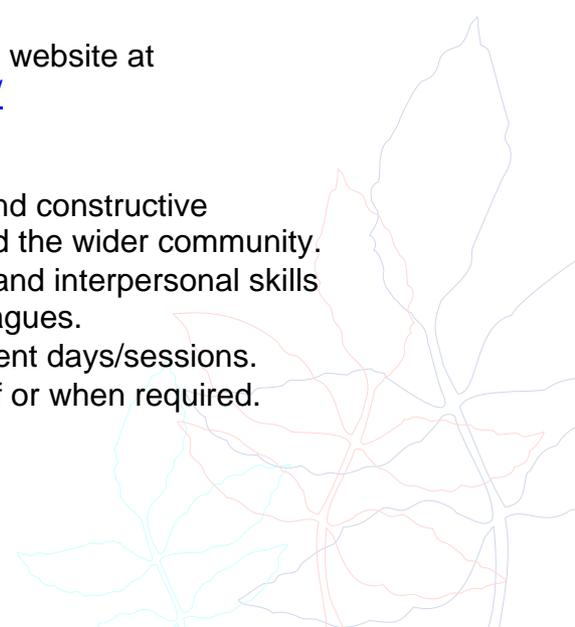
This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

D. Interpersonal Skills

- Capacity to establish and develop positive and constructive relationships with students, staff, parents and the wider community.
- Demonstrate a high level of communication and interpersonal skills when relating to students, parents and colleagues.
- Willingness to attend professional development days/sessions.
- Provide assistance to other team members if or when required.





E. General and Administrative

- Attend scheduled staff meetings, parent teacher meetings, staff conference days and any ad hoc meetings/seminars or workshops.
- Use technology for the purpose of updating systems, reporting, student feedback and academic progress
- Maintain accurate records of student attendance
- Adhere to College policies, procedures and practices
- Adhere to the College expectations regarding personal and professional presentation and dress
- Attend and if required participate in daily devotions

Other Duties

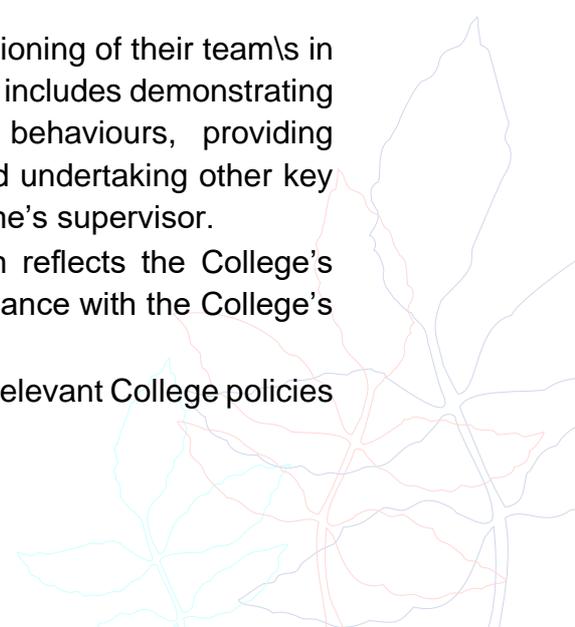
Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.



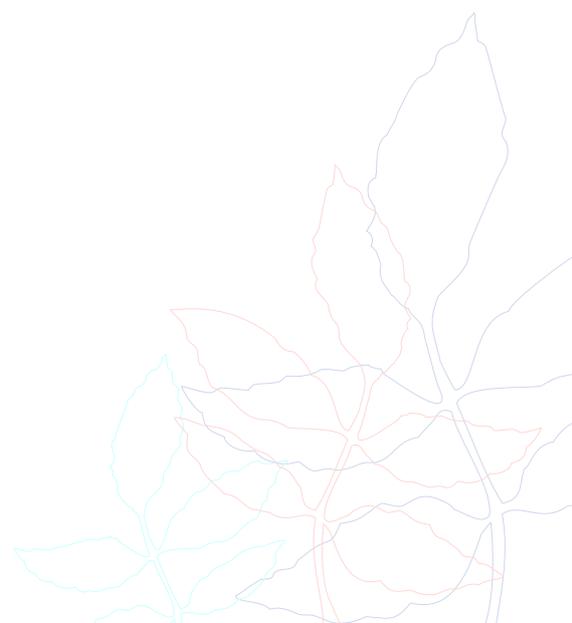
**REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Principal of the Secondary School.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Minimum degree in Education with valid VIT registration.
- Several years' secondary teaching experience in the subject of Technology.
- Strong communication skills.
- Demonstrated experience in partnering and engaging with a people in a range of school contexts.



ATTACHMENT 'A'
Key Relationships defined:

WITH	PURPOSE	FORM
Learning Area Coordinator	Report to and work with Learning Area Coordinator to the success of our students.	On a 'as needs basis'
Technologies Department	Work successfully in the technologies team for the continued growth and development of technology within the College	On a 'as needs basis'
Students	Manage the student engagement with your classroom.	Regular
Head of Learning Modules (7-9 & 10-12)	Report to and work with Primary Heads of Learning Modules.	On a 'as needs basis'
Staff	Work closely with your colleagues to ensure learning opportunities and team work.	On a 'as needs basis'
ICT Manager	Work and liaise closely with the ICT Manager to ensure success of integration of programs and learnings for the College	On a 'as needs basis'
Families	Develop a working relationship with relevant families for the successful learning of their child/ren at the College	On a 'as needs basis'

