

Maitland Lutheran School

Enriching Education – Embracing Community



"Feed My Lambs" John 21:15

ROLE DESCRIPTION AND EMPLOYEE SPECIFICATION

DETAILS	
Title of Role:	VET/Career Counsellor with remaining FTE as a Middle/Senior School Teacher
Classification:	According to qualifications and experience as outlined in the current Lutheran Schools (SA) Enterprise Agreement
Tenure:	Full time – Permanent
Reports To:	Senior School Coordinator
Commencement Date:	January 2023

SUMMARY

Maitland Lutheran School is a growing co-educational Foundation – Year 12 School with an enrolment of 375 Students.

At Maitland Lutheran School, Teachers are responsible for the development and delivery of quality learning and teaching in their learning area.

The successful applicant will be employed by the school to work as a VET/Career Counsellor with the remaining FTE to consist of teaching in other middle/senior school subject classes which are relative to your experience/skills.

The Teacher will support the School's strategic plan by promoting, coordinating and monitoring pathways for our students and is responsible for facilitating the pathways for Secondary students from school to employment and further studies.

The VET/Career Counsellor should have insight into the world of work today and an understanding of how to build employability skills and expand students thinking to approach their lives beyond school with confidence.

Teachers at Maitland Lutheran School are required to promote and support a positive organisational culture by maintaining effective working relationships and communicating effectively with students, parents, colleagues and visitors.

The successful application will be required to actively contribute to the vision and values of Maitland Lutheran School.

REPORTING/WORKING RELATIONSHIPS

Teachers at Maitland Lutheran School are responsible to the allocated Coordinator and are required to work collaboratively with teaching and professional staff to deliver the required educational outcomes for our students.

The role of teacher is largely autonomous regarding delivery and classroom practise under the framework provided by SACE, ACARA and Maitland Lutheran School guidelines. Teachers must respond to student needs and collaborate with other staff to ensure the safety, wellbeing and academic achievement of each student.

All staff will abide by Maitland Lutheran School's policy and procedure and perform all duties requested by the leadership team.

SPECIAL CONDITIONS

Maitland Lutheran School staff are employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

Provide evidence of (at minimum) double vaccination against COVID-19 (though strongly recommended to have had three TGA approved COVID-19 vaccinations and ability to evidence).

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

The role of Teacher encompasses specific activities and professional knowledge, practise and engagement in accordance with the Australian Professional Standards for Teachers (AITSL Standards).

VET/Career Counsellor Responsibilities:

- Ensure that confidential information is handled appropriately.
- Develop and maintain effective professional partnerships with staff, students, parents, tertiary institutions networks as appropriate.
- Implement career education programs across year levels.
- Facilitate ongoing development and implementation of VET courses as applicable.
- Meet with senior staff and consider future VET offerings for students.
- Attend network, AISSA, RTO and any other external meetings as required.
- Ensure all students studying VET courses are formally enrolled.
- Monitor the progress of students enrolled in VET courses.
- Ongoing liaison with Senior School Coordinator regarding Curriculum and internal course deliverers regarding TAFE requirements & Workbooks.
- Manage and provide student VET completion records to the SACE Coordinator or their delegate.
- Distribute certified results to students.
- Provide information and articles for the school newsletter and magazine and produce TAFE / VET booklets.
- Conduct career counselling interviews with students.
- Administer interest and ability tests and counsel students in job, career and subject choices.
- Assist students with tertiary study or training applications and with scholarship applications.
- Assist 'at risk' students with finding suitable courses, job placements and post-school pathways.
- Attend SACE Academic Review meetings.
- Assist students with job applications, resumes and interview preparation.
- Meet with all Year 12 students individually to provide specific counselling regarding their transition from school.
- Organise information for Open Day and Careers Expo.
- Administration and organisation of student Tax File Numbers and student TAFE Numbers.
- Develop budget submissions.
- Monitor expenditure with allocated budget.
- Disseminate career information and SBT/A.
- Set up VISA schedules.

Maitland Lutheran School specific responsibilities include the following:

• Learning and Teaching

- Teach classes assigned as per the timetable, providing a stimulating, focussed and engaging learning environment for students with a diverse range of abilities and learning styles.
- Demonstrate knowledge of curriculum and appropriate methodologies consistent with the Australian Curriculum.
- Establish and maintain a safe, healthy and positive focused classroom and encouraging parent involvement is expected.
- Sustain a high level of professional knowledge. Maintain professional competence as a teacher through reading, discussion and observation.
- Assume responsibility for ongoing professional learning and development.
- Strengthen students' faith development through participation in devotion/worship and teaching Christian studies within the curriculum (as required)
- Encourage and assist students to develop attitudes, values and relationships that are consistent with the Christian Faith through the good example of peers and staff.
- Work in cooperation with staff, parents, pastors, congregations and other organisations associated with the school to maintain and strengthen positive relationships.
- Undertake to carry out all duties that teachers at Maitland Lutheran School normally perform, such as attendance at staff meetings, curriculum development, shared playground supervision, daily staff devotion etc. as detailed the in the Staff Handbook.
- Take responsibility to understand the important and specific role that they play individually and collectively to ensure that the well-being and safety of all students is at the forefront of all that they do and every decision that they make.
- Be committed to undertaking out of hours activities related to promotional and educational aspects of the School.
- Participate and cooperate with all staff in a team situation.

Assessment and Reporting

- Monitor, evaluate, record and report on the learning process of individual students by effectively using the established assessment and reporting processes. Assess and report on students progress in the learning area consistent with the Australian Curriculum, SACE and accredited VET programs (as applicable) in a timely and prompt manner.
- Meet School Assessment and reporting timelines.

• Administration

- Be up to date with and promote the various policies of the school.
- Exhibit a willingness to evaluate the effectiveness of the learning programs, continually develop his/her teaching performance and show commitment to the School's Assessment programs and procedures.

• Work Health and Safety

- This role is deemed to be a worker under the Work Health and Safety Act 2012 (SA). As a worker, while at work the Teacher must;
- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her actions or omissions do not adversely affect the health and safety of other persons
- Comply with any reasonable instruction given by the school.
- Assist in the support of a safe workplace by reporting hazards, incidents and potential risk.
- Appropriately use any equipment provided at the workplace
- Cooperate with any reasonable policy or procedure of the school that is related to health and safety in the workplace.

CHILD SAFETY

All children and young people who come to Maitland Lutheran School have a right to feel and be safe. We are 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.

We have a zero tolerance for harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child safety 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 maintaining a child safe culture.

Each member of the School Community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

The expected level of contact with children and young people

In fulfilling the duties of your role as a teacher you will have a high level of contact with children.

The duties and tasks of the role, including any specific requirements, duties and responsibilities relating to child safety for those in the position

Your role as a teacher meets the definition of prescribed position and as such requires you to have a Working with Children Check which has been conducted in the last five years and which shows that you are not prohibited from working with children.

All Staff, including full-time, part-time, casual, relief, teaching and non-teaching Staff, are required, as a condition of their employment at the School, to comply with our Child Safe Program, including our Child Safe Policy, the Child Safe Codes of Conduct and their legal obligations with respect to reporting child safety incidents or concerns and regarding Working with Children Checks. Each current and new staff member is required to sign a written statement indicating that they have read and acknowledged the School's Child Safe Policy, Child Safe Adult Code of Conduct, Staff and Student Professional Boundaries and Student Code of Conduct.

It is each individual's responsibility to be aware of key indicators of the different forms of harm to children and young people, including physical, sexual and emotional abuse, grooming, exposure to domestic violence and neglect, to be observant, and to raise any concerns they may have relating to harm to a child or young person with one of the School's Child Safety Officers.

QUALIFICATIONS AND SKILLS

The Teacher will hold or be required to successfully complete:

- A current registration with the South Australian Teachers' Registration Board (includes criminal history check)
- Tertiary qualifications relevant to the learning area.
- A current working with children check (WWCC).
- Evident of Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC).
- Hold a current Certificate in First Aid "Provide First Aid in an education and care setting" (HLTAID012).
- Valuing Safe Communities training with LESNW or willingness to complete upon appointment.
- 100-point Identity Check.
- Have preferably completed or be willing to gain accreditation to teach in a Lutheran school as determined by the Board for Lutheran Education Australia.
- Demonstrate experience and success in effective teaching, learning and assessment practices within the relevant year level(s).
- Demonstrate sound organisation, administration and record keeping skills.

PERSONAL QUALITIES

The Teacher will:

- Display a commitment and enthusiasm for teaching students in a vibrant classroom environment.
- Demonstrate teaching skills which reflect a commitment to the Christian ethos of the school.
- Be committed to working as part of a team focused on developing a stimulating learning environment that differentiates to effectively meet the needs of every student.
- Be able to communicate effectively and work with staff, students and parents.

KNOWLEDGE

The Teacher will have knowledge of:

- Contemporary middle/senior school teaching and learning methodology.
- Competent usage and application of ICT within the classroom and teaching administrative duties.
- Classroom organisation and behaviour support strategies appropriate to year level.
- Possess an understanding of the Australian Curriculum and be willing to develop lessons based on inquiry to inspire empowerment and creativity in students.

PERFORMANCE STANDARDS AND REVIEW

Ongoing review of performance will be conducted by the Line Manager. Performance will be monitored through means consistent with the performance measures identified about and/or other measures considered by the School as relevant to the position.

APPLICATION PROCESS

Written applications including a resume and contact details of two referees should be received by **Friday 9th September**. Applications addressed to David Field, Principal may be forwarded electronically to the Administration Officer carolyn.field@mls.sa.edu.au

NOTE: Graduate teachers should not be discouraged from applying. Whilst a depth of experience may not exist, we are excited by the potential we see in many beginning teachers, and see it as a privilege to contribute to the shaping of early years educators