Kardinia International College

WISDOM
RESPECT
FRIENDSHIP

Senior School Teacher

Position Description	
Reporting line	A Senior School Teacher at Kardinia is accountable to the Head of Senior School.
Direct reports	Nil
Key internal relationships	Teaching staff work under the guidance of the Head of Department and the Deputy Head of Senior School - Curriculum and Operations.
Contract	Fulltime, ongoing
Conditions of employment	Kardinia International College Enterprise Agreement Teacher level T1-1 to T2-6 dependent upon qualifications and experience

About us

Kardinia International College is a K-12 non-denominational independent school located in Geelong, Victoria, Australia. With a student enrolment of approximately 2000, our College offers the IB Primary Years Programme (IB PYP) to students in Years K-6, a vertical based curriculum Years 7-10 and both the IB Diploma Programme (IBDP) and the Victorian Certificate of Education (VCE) to students in Years 11 and 12.

At Kardinia International College, 'Wisdom leads to Respect and Friendship' isn't simply a saying. It is a living motto; one that inspires members of the College community to act in ways that promote peace and harmony in the world.

Role Summary

The key role of a teacher at Kardinia is to effectively assess, plan and guide student progress to enable active engagement in all aspects of the College's program, while respecting the College's philosophy and values and embracing the expectations of teaching staff.

Key Responsibilities and Duties

1. Teaching and Learning Practice

- Applies a variety of teaching and learning strategies that take account of the range of student abilities and needs.
- Plans high quality learning experiences and presents curriculum in accordance with program requirements.
- Demonstrates the effective use of a variety of technologies to enhance learning.
- Sets clear, challenging and appropriate tasks for students.
- Creates a safe and positive learning environment.
- Communicates student management issues to the Deputy Head of Senior School – Pastoral Care.

2. Assessment and Reporting of Student Learning

- Maintains timely, accurate and comprehensive records of student progress.
- Provides clear and constructive feedback to students and parents/guardians.
- Adheres to the College's student reporting protocols in a timely manner.

3. Professional Expectations

- Works collaboratively with colleagues to improve student learning and College culture.
- Critically reflects on and evaluates own performance.
- Participates in regular internal and external professional development activities that improve outcomes for self and students.
- Accepts accountability for all aspects of professional practice.
- Keeps up to date with pedagogical developments.
- Encourages environmentally sound practice.
- Attends Senior School related activities beyond the teaching day as required, including regular staff and parent teacher meetings.
- Contributes to the Senior School's co-curricular program in accordance with the College Enterprise Agreement.
- Participates in experiential learning activities with students beyond the Senior School, including excursions and camps.
- Carries out all duties promptly and ethically.
- Adheres to the College's staff attendance and punctuality expectations.

4. School and Community Involvement

- Demonstrates professional and effective communication with colleagues and parents.
- Is open to sharing ideas and resources to enhance teamwork.
- Makes an active contribution to the future planning and goals of the College.

Competencies and Capabilities

All staff are expected to actively support competencies that align to the College's Four Cornerstones:

- Living the College Motto (Wisdom leads to Respect and Friendship)
- International Mindedness
- Individuals as Life-Long Learners
- Technological Advancement and Innovation

Organisational

- Complies with all relevant legislation, reasonable instructions, policies and procedures.
- Effective planning and development skills, including the ability to prioritise workload and manage competing demands.
- Sound problem solving skills and demonstrated attention to detail.
- Ability to work under pressure to meet deadlines.
- A proactive approach demonstrating personal initiative and adaptability to meet the demands of the position.
- Attends staff meetings and staff professional development.
- Completes compulsory/compliance training within timeframes provided.

People and Teams

- Ability to work autonomously and operate as a resourceful team member in a collaborative, inclusive manner.
- Demonstrated ability to lead initiatives and communicate effectively with a variety of audiences.
- Excellent written and verbal communication skills, builds rapport well, is an active listener with the ability to gain support from colleagues.
- Capacity to operate with discretion, respect, trust and judgement while also maintaining confidentiality.
- Positively influences, negotiates and resolves conflict with respect and integrity.
- Builds constructive and effective relationships.
- Stays composed under pressure and handles stress well.

Technical Excellence

- Strong commitment to training and professional development. Develops workplace knowledge and expertise through continual professional development and shares expertise and knowledge with others.
- Sound IT literacy including Microsoft 365.

Qualifications

Teaching staff employed at Kardinia International College must at all times hold current registration with the Victorian Institute of Teaching (VIT). Information regarding minimum qualifications and experience required for registration can be found on the VIT website ***www.vit.vic.edu.au***

Child Safety	Kardinia actively promotes the safety and wellbeing of students. Employees must demonstrate a commitment to protecting students from physical or psychological abuse or harm in the school environment. To ensure the safety and best interests of all students, the needs of with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds, and those with a disability, are taken into account. Employees must: • Demonstrate an understanding of Victoria's 11 Child Safety Standards. • Demonstrate understanding of appropriate behaviour when engaging with children. • Be familiar with legal obligations relating to child safety, including mandatory reporting and other obligations. • Be a suitable person to engage in child-connected work. • Provide students with a child-safe environment. • Comply with the College's Commitment to Child Safety, College Student Wellbeing (Child Safe) policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety. • Maintain currency of Child Safe training. • Maintain valid VIT registration or Working with Children Check status for an employee. • Demonstrate a duty of care to students in relation to their physical and mental wellbeing. • Report to the Principal any criminal charges or convictions received during the course of employment that may indicate a possible risk to students, including prior to employment.

Positive Duty	Kardinia is committed to the safety and wellbeing of employees, aiming to prevent workplace sex discrimination, sexual harassment, victimisation and other unlawful behaviour. Kardinia promotes equality and will take steps to prevent unlawful conduct. Employees must be proactive in their positive duty and take meaningful action to prevent unlawful conduct.

Work Health and Safety	Kardinia is committed to providing a work environment that is safe and free of risks to health, as far as reasonably practicable.
	
	To achieve this, all employees must:
	• Comply with legislated occupational health and safety practices and participate in consultative processes.
	• Observe safe work practices in accordance with training and instruction given.
	• Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.
	• Promote and implement occupational health and safety and risk mitigation processes within the College.
	• Comply with Safe Work Procedures.
	• Use appropriate Personal Protective Equipment (PPE) as required.
	• Periodically update the Director of People and Culture about any medical condition they have that:
	  ○ Is life threatening or may require Emergency Services to be called.
	  ○ Could impact on their ability to perform their duties.
	• Complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed.
	• Be prepared to undertake training and assist with emergency evacuation procedures where required.
	• Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare.
	• Work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues.
	• Undertake all work activities in a manner that ensures the workplace is free from harassment (including sexual harassment), bullying and discrimination and supports workplace diversity.

Key Selection Criteria

Mandatory

- VIT registration.
- A passion for teaching.
- High skill level in teaching and a willingness to innovate.
- Skills and experience in developing, implementing and evaluating curriculum.
- Substantial relevant experience that demonstrates the above Competencies and Capabilities.
- Demonstrated commitment to child safety, work health and safety, and positive duty legislation.
- Capacity to fulfill the inherent requirements of the role.

Privacy Statement

When making an application for this position, you are consenting to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner. Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the applicant's personal file. Kardinia International College may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.