

Position Description



Position Title	Teacher
Agreement / Award	Y Whittlesea Enterprise Agreement 2024
Classification	SCT 1 – SCT 6 (<i>dependent on qualifications and experience</i>)
Employment Status	As per Employment Contract
Division / Department	Y Community School
Direct Reports	Nil
Reports to	Campus Principal

POSITION SUMMARY

The Teachers at the Y Community School, will play a crucial role in assisting students to re-connect with education, helping them discover their interests, needs, goals, and personalised learning plans. They will develop and deliver dynamic and engaging learning materials and activities. The Teachers will actively guide students to attain learning outcomes and progress along their educational paths, with the ultimate objective of empowering students to take an active role in their learning and transition to successful life paths.

DUTIES AND RESPONSIBILITIES

Deliverables of the role - Teaching and learning

- Promote an inclusive and stimulating environment to encourage independent learning - planning, negotiating and delivering activities that are innovative and relevant to the students' interests and needs.
- Develop and implement individual learning plans (ILPs) and associated materials that account for student interests, abilities and learning needs to support students to achieve their potential.
- Plan for and provide adjustments appropriate to students' type and level of disability as defined by the National Disability Standards and using the framework mapped out in the Nationally Consistent Collection of Data on Students with Disability and maintain an accurate and up to date record of those adjustments.
- Monitor, evaluate and report student's progress in the areas identified in their respective curriculum streams (VPC, VCE VM) and in relation to their ILPs, and implement strategies to support students to achieve their learning goals.
- Develop a positive learning environment within the class and broader school context in a way that promotes responsibility and positive behaviours in students and responds appropriately to unhelpful behaviours.
- Support students to identify goals including further education / training needs and interests and work towards them with a view to further education, training and employment pathways.
- Support the school's leadership in meeting the relevant VCAA and VRQA compliance requirements.
- Undertake professional learning as required or directed.

Deliverables of the role – Teamwork

- Create and maintain positive relationships with students and colleagues and maintain a high level of professionalism in line with Y Whittlesea and the school's policies and procedures.
- Participate fully in Professional Learning Teams (PLTs), briefings and debriefs and other collaborative teams as organised by the school leadership.
- Develop collaborative working relationships with the Youth Workers and other teachers in their classes, ensure they are aware of and understand the educational approach and objectives for each student, and assist them to support students and fulfil their professional responsibilities.
- Work with all members of the school team to support student engagement, adopting a team approach involving teachers, youth workers, wellbeing staff and leadership.
- Seek guidance and refer matters for assistance as required and especially where students are disengaging, not attending, not making progress or causing disruption to others.
- Support the implementation of and adherence to school policy and procedures at all times.

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Deliverables of the role – Administrative tasks

- Maintain accurate records of class attendance, student's individual learning plans and goals, student progress and specific interventions to support individual students.
- Follow up any absent students and record and share information and strategies to improve attendance.
- Report on student progress and engagement as part of the schools reporting cycle and on an as needed basis.
- Keep an up-to-date record of any adjustments made as part of providing for students under the Disability Discrimination Act and in line with the National Consistent Collection of Data on Students with Disabilities (NCCD).
- Document all incidents, occurrences and parent interactions using the school's student management software and other systems as directed.
- Provide documentation in support of school events, excursions camps etc. in line with school policy and procedure.

Deliverables of the role – Communication

- Maintain regular communication with parents, carers and support agencies.
- Maintain effective communication with colleagues and lead teachers to ensure a collaborative consistent approach to learning at the school.
- Consult the school leadership as required to support effective communication.
- Ensure all significant communications are documented on the school's student management software.
- Collaborate with the school's wellbeing staff to identify and support student wellbeing needs. Communicate any wellbeing concerns regarding students or staff to the wellbeing team and / or school leadership.
- Stay up to date with school and Y Whittlesea communications via email and other systems.

Deliverables of the role – Supervision

- Provide active supervision of students both in class, when undertaking activities or when supervising areas of the school during rostered duties.
- Supervise areas of the school facilities during scheduled breaks and other activities as rostered by the campus principal.
- Ensure that when students are out of the direct supervision of the class environment there are appropriate arrangements in place to ensure their safety and wellbeing. This could involve collaboration with other teachers, youth workers or wellbeing staff.
- Perform other duties as directed by the principal or campus principal.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Learning Environment Effectiveness	High level of engagement and positive feedback from students and peers	Individual and Group Planning	Detailed and comprehensive lesson plans
Individual Learning Plans (ILPs)	Up-to-date and regularly reviewed ILPs for all students	Clear and Accurate Reporting	Timely and accurate reporting through ILP reflections, scheduled reports, and ad hoc reports
Disability Support	Recorded and documented adjustments in line with NCCD	Collaboration and Contribution	Regular attendance and meaningful contribution to PLTs and other meetings
Attendance Management	Timely and accurate attendance records, documented follow-up for absent students	Student Management System	Comprehensive records in the student management system
Documented and timely referrals for wellbeing support	All required documentation completed to a high standard and in a timely manner	Documented and timely referrals for wellbeing support	Documented and timely referrals for wellbeing support

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CAPABILITIES & ATTRIBUTES

- An empathetic and socially aware approach with an approachable and open communication style, especially with young people from diverse and challenging backgrounds.
- Able to manage self, be aware of one's own triggers, and maintain a calm and supportive demeanour under pressure.
- Flexible, creative and innovative, especially with regards to learning and the different and diverse interests of, and ways in which young people learn.
- Organised, efficient and able to manage complex tasks and priorities in a flexible and calm manner.
- Team player with a collaborative approach and willingness to work flexibly with a range of professionals supporting young people.
- Effective ICT skills including the ability to use the common Microsoft Office 365 tools and work within a range of digital systems.
- Maintain a high level of discretion and confidentiality.

KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- Tertiary qualifications in Education
- VIT Registration
- Current Employee Working with Children Check
- Current National Police Check
- International police check if they have worked/lived overseas in the last 5 years
- Qualifications and / or experience in youth or welfare work highly desirable.
- Knowledge of the Child Safe Standards and ability to adhere to and proactively support them.
- Certificate IV in Workplace Training and Assessment (TAE) - desirable but not essential.

Knowledge and Experience

- Clear understanding of and demonstrated ability to deliver quality educational programs including planning for the individual needs of students using Individual Learning Plans (ILPs).
- Understanding of the barriers faced by young people and their needs in terms of education and training, including the needs of those from different economic, social, and cultural backgrounds.
- Understanding of and the ability to deliver flexible innovative teaching and assessment strategies, including the development and use of learning resources.
- Ability to implement positive behaviour strategies within the learning environment with a demonstrated ability to adhere to professional boundaries.
- Demonstrated professional levels of accountability and reporting.
- Commitment to positive teamwork and building the capacity of the organisation through professional development and contributing to organisational knowledge.

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Maintaining mandatory qualifications / requirements.
- Completion of induction as required (within first six weeks of employment)
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#).
- Attendance and active participation at Y meetings and training when requested.
- This position is subject to a probationary period in line with your employment contract.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S HEALTHY WORKING CODE & ORGANISATION POLICIES

Reviewed by	Human Resources	Review Date	08/08/2024
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