



**CHRISTIAN
COLLEGE**
G E E L O N G

RURAL STUDIES PROGRAM TEACHER

Applications are invited from experienced and dedicated teachers who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

The Christian College 'Back Creek' Farm Rural Studies Program seeks a Teacher for 2 days, inclusive of an overnight stay each week during Terms 1 to 3.

This unique position commences Term 1, 2017. The successful applicant should possess practical skills and have excellent rapport with Year 9 students. Applicants should also be comfortable working within a rural setting. Experiential learning experience favourable.

Position description can be found on the College website: christiancollege.vic.edu.au

Applications should be forwarded to:

Secretary to the CEO
18 Burdekin Road, Vic 3216
ceo.secretary@ccg.vic.edu.au

Applicants should be aware that the College is committed to the safety of children and carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.

CLOSING DATE: Monday 31st October, 2016



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POSITION DESCRIPTION: Teacher at Back Creek Rural Program

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the outcomes required and expected by the Christian College Community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Overview

Through its residential Rural Program, Christian College provides Year 9 students with a transformational opportunity during which they explore 'life beyond their comfort zone' and develop into more complete people as they learn a diversity of skills and meet the challenges of farm life. This position demands strong teaching skills, a high aptitude in building positive relationships and excellent management expertise.

Reporting to the Director of Back Creek, the Teacher helps and teaches students to work and relate together in the rural environment. It is essential that the Teacher be practical, organized, efficient and methodical. Directing and assisting the students, consistently following up and ensuring completion of work, is vital.

Duties

1. Supervise, care and teach students in their farm work groups, facilitating teamwork and encouraging initiative

Performance Indicator:

- develop and maintain strong class teaching pedagogy with the students in your care
- use creativity and initiative to develop curricula and lesson plans fully support the ethos and philosophical notions of the Christian College back Creek experience
- maintain high behavioural expectations and build positive relationships with students and other staff
- ensure the relationship between the teacher and the students remains both positive but professional

2. In association with the Director and the Teaching, Homestead Operations Manager is responsible for student welfare and healthcare

Performance Indicator:

- ensure the correct protocols are followed in the event of sick/injured students
- ensure that parent instructions for student medications are clearly recorded and followed
- administer appropriate medications correctly
- build up a good rapport with students and follow-up student behaviour

3. Assist the Director and the Teaching, Homestead Operations Manager with the day to day Homestead organisation
Performance Indicator:
 - the Homestead functions efficiently
 - all cabins functions efficiently
 - the cottage functions efficiently

4. Ensure that the standards of hygiene, cleanliness and order are maintained
Performance Indicator:
 - appropriate checklists are completed
 - all designated areas are regularly monitored and recorded
 - all designated areas are kept clean to the agreed standard
 - any deficiencies are rectified promptly and pro-actively without requiring intervention by others

5. Ensure that routines, checklists and rosters are followed
Performance Indicator:
 - regularly monitor that all systems are being followed accurately
 - report on compliance and address non-compliance

6. Oversee work team responsibilities, chores and recreation
Performance Indicator:
 - provide afternoon/evening games and activities
 - orientate students into the designated work teams
 - ensure that students fulfil all daily/weekly requirements
 - ensure students are working/playing safely

7. Other duties as directed by the Director of Back Creek
Performance Indicator:
 - duties completed in accordance with the directions provided

8. Record keeping and reporting on students
Performance Indicator:
 - work group reporting completed at the end of each week
 - student reporting completed within requested timeframe
 - student reporting completed on standard reporting format (provided)

9. Assist in the development of programs which will further the effectiveness of the Rural Programs in supporting the following 'Teaching and Learning Notions'
Performance Indicator:
 - under the guidance of the Director, prepare budgeted proposals

Teaching & Learning Notions

- learning at Back Creek is hands-on and experiential
- learning at Back Creek involves teamwork, initiative and challenge
- learning at Back Creek develops problem-solving skills, perseverance and resilience
- learning at Back Creek required me to help, serve and care for others in our community
- learning at Back Creek develops my capacity to understand new thinking processes
- learning at Back Creek helps me to think more deeply about important things, issues and responsibilities
- learning at Back Creek helps me understand the "why" of things, not just the "what"

- ensure that systems and processes are in place to ensure that staff are managed in order to support the following 'Staffing Notions'

Staffing Notions

- staff at Back Creek are teachable and flexible
- staff at Back Creek understand and are passionate about the vision of the Back Creek experience
- staff at Back Creek are organised, reliable, friendly and accountable
- staff at Back Creek have a Christian faith
- staff at Back Creek are loyal, professional and helpful
- staff at Back Creek are fun, compassionate and considerate of others needs before their own
- staff at Back Creek are encouragers of others
- staff at Back Creek are chosen on merit

Spiritual Notions

- the Bible is God's word and the source of all wisdom (PS clause 1)
- every person is valuable and loved by God (PS clause 2)
- God wishes to have a relationship with each person (PS clause 3)
- God has a plan for each person's life (PS clause 10)
- each student is encouraged to develop their own faith journey (PS 3,4)
- we are stewards of God's planet (PS 4,5)
- in our weakness and need, people discover God's strength, truth and life

Behaviours

The behaviours required of you whenever you are on duty representing Christian College (Back Creek) – whether on the farm or off-farm – can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
Performance Indicator:
 - words matching actions
- be open and honest in all communication – students, staff and Director of Back Creek
- respond promptly to communications
Performance Indicator:
 - time taken to reply to emails/text messages/phone calls/written documents
- emergency communication with parents is to go through the Director of Back Creek
- show respect to all students and staff (not calling other staff in to question with students or staff)
- concerns or grievances to be outworked following the College's grievance policy
- treat all students and staff fairly
- embrace change
- be flexible, understanding that we are working in a changeable environment involving a combination of teenagers with farmers, animals, vehicles, equipment and the elements
- respect and follow the College/Farm policies and procedures
- ensure that personal goals are in line with the College/Farm vision and strategies
- have a good working knowledge of all the policies, procedures, checklists and systems that apply to the Farm and specific activities you are doing
- be a self-starter, show initiative

- strive for excellence, take pride in what you do
Performance Indicator:
 - quality of practical work
 - quality of planning
 - quality of instruction
 - keep work area clean and tidy
- perform your role, be accountable and responsible
- go the extra mile to enhance the students' experience
- be punctual
- Performance Indicator:
 - time of arrival to work and all scheduled activities
- all Leave Applications in writing, specifying dates/times for finish and resumption of duty
- willingly assist in other areas when requested
- embrace innovation and ongoing improvement
- offer ideas for improvement
- offer and receive feedback
- endeavour to learn the students' names as quickly as possible
- work alongside the students, encouraging them but not taking over
- recognise positive behaviour of students
Performance Indicator:
 - weekly positive phone call to parents
- make the distinction between irresponsibility and defiance (knowing when to challenge)
- take the time to connect, listen and understand (determining when to let pressure off students)
- apply the violations policy firmly and fairly
- take care with personal family references when talking with students
- caution students when conversation cannot be kept in confidence (eg need to be reported)
- make sure conversation with students is professional
- avoid drawing attention to the effect of student behaviour on yourself
- ensure that all tools/equipment are returned in at least as good a condition as when they were taken
Performance Indicator:
 - number of repairs and replacement of tools/equipment
- be active in managing hazards and safety risks
Performance Indicator:
 - number of injuries/near misses/reports of hazardous activity

Leadership Accountability

- reports directly to Director of Back Creek

Preferred Qualifications and Experience

- appropriate teacher qualifications
- experience with students in a farm/practical learning context
- management of accommodation
- experience in catering/food handling
- experience in a range of practical skills
- first aid qualifications and experience
- drivers licence

Contract Details

- fixed term contract for Terms 1, 2 and 3 in 2017
- some weekend work required – eg when students are staying at the farm
- some holiday availability will be required
- actual times, rosters, leave timing etc are negotiable
- salary – as discussed and agreed
- current VIT Card