



## POSITION DESCRIPTION: Special Education Teaching Position

### Special Education Teacher Position Description

Applicants for a Special Education Teacher position at Christian College would be expected to show evidence of their ability to meet the following specific criteria in addition to those outlined below for general Teacher Positions at Christian College:

1. Possess a Special Education Qualification gained through Graduate or Post Graduate studies
2. Qualified to administer assessments with a Level B User rating
3. Ability to teach students of all levels and abilities with specific emphasis in meeting the students' academic and developmental needs in spite of impairments or disabilities
4. Ability to work collaboratively with other teaching and non-teaching staff, medical and allied health professionals and families, to plan for, deliver and monitor educational programs of students learning with special needs

### Teacher Position Description

Teachers at Christian College are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.

### Classroom Management

Christian College teachers create a learning environment that stimulates interest and purposeful learning in which the dignity of each individual is respected. The physical learning environment can facilitate student interest in learning and takes into account the nature of the learning tasks. Classroom management strategies take into account the age range of students and lead to purposeful learning by students in the class. Our teachers support and encourage students in their faith development, building their capacity to learn and reflect upon their own practice to provide quality teaching for their students.

### Curriculum

Our staff cooperatively and collaboratively work to deliver, document and revise curriculum that reflects the College philosophical statement. This comprehensive process follows the unit planners and lesson details under the direction of Director of Teaching and Learning or Director in their respective subject areas.

### Teaching Methodology

Christian College teachers use a variety of teaching techniques that support unit planners and the students' developmental levels and which encourage students to think, to solve problems and to learn independently. They;

- develop challenging learning activities
- build students' capacity to learn
- actively engage students in the learning process
- make use of the wide variety of teaching resources (including technology) available in the College and community
- use a variety of ways of grouping students to take into account the desired learning and social outcomes

### **Assessment and Evaluation**

Using a range of assessment and evaluation techniques, Christian College teachers regularly assess student progress to give students feedback on their learning and to plan future learning activities.

Assessment information is also used to evaluate the effectiveness of the teaching program and the suitability of the course content and materials. Students are given information on what will be assessed and the methods to be used.

Christian College teachers are able to consider aspects of assessment of learners, for learners and cater for students to assess themselves as learners.

Christian College teachers;

- diagnose and make provision for learner needs, conferring with colleagues in the faculty or year level as necessary or required by the Director of Teaching and Learning or Director
- monitor student progress in a variety of ways
- keep comprehensive records of each student's progress
- communicate with and provide feedback to students to assist them in self-assessment of their learning
- communicate with students and parents as requested and by writing reports which clearly reflect the student's approach to learning, performance on a range of assessment tasks, strengths and weaknesses and recommended future learning strategies
- comply with expectations of regulatory authorities such as VCAA

### **Interpersonal Relationships**

Christian College teachers communicate with students, parents and their teaching and non-teaching colleagues in a clear, respectful and professional way, thus providing a role model which assists in every student's development. They demonstrate and respect the Christian ethos of the College through their daily interaction with others. They;

- attend daily devotions to share fellowship with colleagues and students
- communicate clearly and appropriately
- establish rapport with students
- motivate students
- accommodate individual differences in learning rates and styles
- encourage student participation in all aspects of the learning process
- maintain professional confidentiality on information about students while sharing relevant information with their teaching colleagues
- establish effective and cooperative working relationships with teaching and non-teaching colleagues and work as a member of a team

## Professional Development

Christian College teachers keep abreast of developments in teaching and learning in the areas of their teaching responsibility as well as current developments in educational research and thinking. They contribute to the professional development of other staff members within the School by sharing knowledge, ideas and resources. They acknowledge the role they play in parent education and in keeping the community informed of developments in their profession. Christian College teachers reflect on their professional practice to ensure high quality teaching is provided to their students.

## General School Expectations

Christian College teachers are fully committed to the aims and ethos of this Christian coeducational Independent school, and are fully prepared to participate in its co-curricular program.

They;

- attend whole College staff meetings, campus staff meetings, cross campus faculty meetings and other meetings as scheduled
- participate in the annual College retreat
- attend all timetabled lessons on time
- carry out extra duties as required, including taking replacement classes for absent colleagues
- assume pastoral care responsibilities as appropriate including participation in the House system
- take an active interest in the activities of the College
- maintain administrative requirements
- demonstrate support of College rules in all dealings with students following the procedures outlined
- attend parent teacher interviews
- attend the relevant Presentation Evening and other designated significant College activities such as Year 12 Graduation and any other compulsory functions requested by the Principal or delegate with one terms notice.
- attend worship services at the commencement of each term and at the end of the year as well as assemblies and services to which they are assigned, as required at their campus
- participate in the College camping program as required
- Yard Duty responsibilities as outlined at each campus

## Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus 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
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all the policies and procedures

- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

**Please Note:**

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we 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.