

## Position Description: Teacher

Position title	Teacher	Special Conditions	After Hours work will be required
Team	School	Location	Richmond
Employment status	By agreement	Hours	At least 46 hours per week
Reporting to	Assistant Principal	Direct reports	None
Salary and Conditions	3% above the Victorian Government Schools Agreement, plus compulsory superannuation contributions, salary packaging allowances	Leave	In accordance with the Award and national Employment Standards

### 1 Role Purpose

The Melbourne Indigenous Transition School (MITS) is a residential transition school for Indigenous students from remote and regional communities. Each year, 22 boys and girls around Year 7 age come to MITS for one year. At the end of their MITS year, students transition into scholarship positions at Melbourne schools. MITS believes that wellbeing is central to the continuing success of its students, and tailors its programs to reflect this philosophy.

The core purpose of the Teacher role is to deliver a curriculum with an emphasis on the strengthening of literacy and numeracy skills and which complies with the requirements of the Victorian Curriculum for Year 7. In this role, the Teachers will validate Indigenous history, support cultural celebration and assist students to adapt and flourish in a Melbourne environment. The Teachers will report to the Assistant Principal and work closely with other School staff.

MITS's educational approach is to tailor teaching programs and use methodologies to meet the needs and interests of its students and to create curriculum to engage, excite and challenge every student.

The development of relationships of trust, understanding and clear communication with families, guardians and Indigenous communities is core to this role. The fostering of strong and respectful relationships within a strong culture based on the school values of respect, courage, culture and care are a core part of the role.

### 2 Key Responsibilities

#### 2.1 Learning & Teaching Programs

Teachers will:

- **(learning program)** contribute to the development and documentation of a Learning Program to meet the specification of the Year Seven Victorian Curriculum and tailored to the specific needs of MITS students. This will be led by the Assistant Principal.
- **(teaching scope)** as part of the School Team, deliver the Learning Program across the whole curriculum including English, Mathematics, Science, Humanities, Technologies, Health and Physical

Education, Wellbeing and the Arts and in doing so act in accordance with AITSIL Standards of Professional Practice for Teachers.

- **(personalised learning)** led by the Assistant Principal, work with students to regularly update their Individual Learning Plans and ensure differing ability levels and needs are effectively accommodated within the classroom.
- **(lead role)** where qualified to do so, adopt a Lead Role in relation to key learning areas with emphasis on those areas which are critical to MITS students. In the Lead Role, they will:
  - promote innovative and consistent approaches and teaching strategy within the specific learning area and continuously develop them self and others professionally;
  - ensure that appropriate resources are available for effective learning and teaching of the learning area;
  - develop and conduct ongoing assessments related to the learning area to analyse and interpret formal and informal data for both individual students and the classroom as a whole;
  - meet regularly with the Assistant Principal to discuss the progress of each student's learning progress in relation to the learning area;
  - assist other Teachers and teaching support staff to interpret and use the assessment; and
  - critically evaluate current practices in the learning area to measure effectiveness.
- **(student assessment)** implement a diverse range of formative and summative assessments of students' learning, record assessment outcomes and report these to the Board, Parents/Guardians and Partner Schools. This will be overseen by the Assistant Principal.
- **(co-curricular program)** contribute to the development and evaluation of Co-curricular Programs within parameters specified by the Assistant Principal. In this regard Teachers will develop and manage relationships with Melbourne organisations to identify programs and experiences that support and add value to the MITS curriculum.
- **(homework)** contribute to the MITS homework strategy by preparing and monitoring individual students' homework diaries and attending homework sessions when rostered to do so. Teachers will set targeted homework tasks for designated homework nights. Such tasks will be set at a level which is constructive and challenging for each student as an individual, and will be monitored by the Assistant Principal.

## 2.2 Student Wellbeing

Teachers will:

- **(after-school and weekend)** engage in after-school and weekend activities to assist students to integrate to MITS and the Melbourne environment. This may include social engagements such as dinners at Lockington, attendance at weekend sports, overnight camps and events which support students to maintain respect for their own culture and identity.
- **(student supervision)** provide adequate supervision of students in the MITS school grounds, when traveling between Lockington and the School, during excursions and when rostered by the Lockington Manager to chaperone students traveling between MITS and their home community.

- **(behaviour management)** manage student behaviour in accordance with the Student Behaviour Management Policy and ensure that behaviour records are maintained in Sentral. This may include behaviour management contracts and restorative practices. Teaching staff will also provide feedback to the Assistant Principal to provide information to parents about both positive and negative behaviours, to provide information relating school suspensions and contribute to the continuing development of the Student Behaviour Management Policy to respond to emerging requirements.
- **(wellbeing support)** develop and support students to address challenges relating to their wellbeing, their learning or relationship concerns, and their ongoing transition to MITS and on to their Partner Schools, and ensure that all wellbeing records are maintained in Sentral.

### 2.3 Student Medication & Health

Teachers will:

- when required by the Assistant Principal, assist with student health management and administer medication and first aid;
- ensure that all Medical and Health records are maintained in Sentral;
- when required by the Assistant Principal, ensure First Aid equipment and supplies are maintained;
- inform the Lockington Manager of actions taken and concerns regarding student medication and health; and
- inform the Student Wellbeing Coordinator of concerns regarding student wellbeing.

### 2.4 Student Selection and Enrolment

Teachers will, when required by the Assistant Principal, assist with new student selection and as such will act in accordance with the Student Selection Policy and Procedure. This may include administering and recording student assessments, conducting and documenting student interviews, attending Student Selection Panel meetings and maintaining extensive records on prospective students.

### 2.5 Student Transition

Teachers will:

- **(student handover files)** collect and collate a range of data and reports to contribute to each student's **Student Handover File** in preparation for students to transition to their Partner School.
- **(transition support)** support students during their transition from MITS to their Partner Schools. This may include managing their expectations, addressing any anxiety or questions and accompanying students on Partner School visits.
- **(student transition planning)** when required by the Assistant Principal, assist with student transition planning and as such act in accordance with the Student Transition Policy and Procedure. This may include administering and recording student assessments, conducting and documenting student interviews, attending Pathways Team meetings or Student Placement Meetings and maintaining records on students.

### 2.6 Relationships, Communications & Community Engagement

Teachers will:

- **(parent and community relationships)** develop and maintain sound, positive, and caring relationships with MITS students, their families and communities. This may include visiting families in their communities to provide feedback on student progress, behaviour and wellbeing and to develop an understanding of the student's background and culture. Teachers will foster strong communication and responding promptly and with courtesy to their enquiries, requests and instructions.
- **(shared information)** share information with colleagues, MITS staff and stakeholders in a timely, appropriate, clear and professional manner. Records and documents will be maintained in a manner which is accessible to others and current in Sentral, LGL or the shared drive.
- **(school events)** when required by the Assistant Principal, take a Project Lead Role in managing events such as School Camps, Assembly, Graduation, in accordance with all MITS policies and procedures.
- **(fundraising, supporter and donor engagement)** fully support MITS Development and Donor engagement strategies, including attending fundraising and supporter events and contributing to MITS's ongoing efforts to bring together Indigenous and non-Indigenous Australians in positive, supportive and respectful environments, contributing to reconciliation in Australia.
- **(newsletter and communications)** contribute to the MITS Family Newsletter by assisting students to prepare articles, including photos and text about events at the School.
- **(correspondence)** correspond with parents, staff and other stakeholders via email and telephone in a timely, consistent, courteous and sensitive manner.

## 2.7 Operations and Administration

Teachers will:

- maintain a current understanding of all MITS policies and procedures, including emergency policies, and be ready to implement if necessary;
- liaise promptly with the Office Manager to address issues with software, hardware, network or systems;
- prepare term, unit and weekly planners and record and maintain these planners in a timely manner; and
- maintain a high-level understanding of Sentral and ensure that student records are maintained as up-to-date, confidential, comprehensive and accessible to all relevant staff.

## 2.8 Staff and HR

Teachers will, when required by the Assistant Principal, supervise staff and/or volunteers in the execution of their day-to-day duties while promoting a team environment both within the school and the organisation as a whole.

## 2.9 Reporting

Teachers will provide reporting on issues relating to student progress and academic achievement, including timely, relevant and up to date written reports and information to inform the Leadership Team and Board.

## 2.10 Meetings

Teachers will attend weekly and monthly meetings to contribute ideas, share knowledge and facilitate effectively communicate all issues of common interest or concern. This may include regular School Meetings, MITS All Staff Meetings and specific project meetings such as those relation to student transition or student selection.

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## 3 Critical Stakeholder Relationships

Teachers will liaise with many stakeholders as part of their employment with MITS. Critical stakeholder relationships involving daily interaction include:

- MITS's current students;
- students' families and home communities;
- KGI and Richmond Football Club Staff, their visitors and supporters;
- suppliers of co-curricular activities; and
- volunteers.

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## 4 Key Selection Criteria

### 4.1 Qualifications and/or Experience Relevant to this Role

### 4.2 Qualifications

- Bachelor of Education, Masters of Teaching or equivalent. Candidates will be required to provide evidence of qualifications at interview stage.
- Registration with the Victorian Institute of Teaching (VIT) or qualified to register. For applicants currently registered in other states see [www.vit.vic.edu.au](http://www.vit.vic.edu.au) for conditions of registration.

### 4.3 Essential Experience

The Teachers will be passionate educators, with extensive experience in delivery across the whole Year 7 curriculum, with a particular focus on students' development in numeracy and literacy. They will have:

- successful teaching experience with commitment to continuous improvement and innovation in teaching, learning and classroom practice with an understanding and appreciation of diverse needs in the contemporary classroom, and a strong emphasis on cultural strength and wellbeing;
- experience of two-way learning in working with students from diverse backgrounds, with respect for their cultures and demonstrated desire for reconciliation. This may include:
  - experience teaching Aboriginal and Torres Strait Islander students and communicating with parents from remote or regional settings;
  - a genuine interest and passion for Indigenous Education, Indigenous students and young people;
  - awareness of cultural and social difference relating to diversity in Australia;

- current knowledge of educational best practice for Year 7 students;
- experience teaching in a variety of contexts with an understanding and appreciation of individual student learning strengths and needs;
- demonstrated ability to show consistency and fairness to students, with an understanding and appreciation of the needs and interests of Indigenous students living away from home; and
- experience engaging effectively with adolescents, parents, school management and volunteers.

#### 4.4 Essential Skills and Attributes

Teachers will have:

- **(administration)** effective administration skills with knowledge of software and the capacity to maintain accurate, transparent and comprehensive records;
- **(co-curricular program)** commitment to actively participate in the co-curricular program of the school, including the sports program;
- **(communication and interpersonal skills)** strong oral and written communication skills with the capacity for developing high expectation relationships;
- **(positive attitude)** a professional, positive attitude and demeanour towards colleagues, students, parents/guardians and the wider school community;
- **(learning and teaching plans)** capacity to develop learning and teaching plans which identify needs of individual students and how to address them;
- **(strategic)** demonstrated capacity to view situations from multiple perspectives, and to develop and implement solutions that effectively address core objectives within a not-for-profit environment; and
- **(team work)** the ability to work as part of a small team and collaborate with colleagues in order to plan and deliver a program based on high expectations.

#### 4.5 Personal Attributes

Teachers will:

- identify as a person of Indigenous heritage or have strong relationships, background, knowledge and understanding of Indigenous people and cultures;
- have respect and passion for the importance of education with a knowledge of schools in Indigenous communities and the challenges relating to transition to Partner Schools; and
- have a commitment to social justice, social inclusion, and reconciliation to improve outcomes for Indigenous people and communities.

#### 4.6 Desirable Skills and Attributes

- Ability to travel to and within the Northern Territory and Victoria as required.
- Experience living and working outside a major city or in a remote community.
- Demonstrated experience in an environment which includes both male and female residential students.

- Current Victorian driver's licence or bus driver's licence.

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## **5 Important Information**

### **5.1 MITS Values**

Staff and Volunteers of MITS are required to demonstrate a commitment to supporting students at Year 7 level to enable their successful and confident transition from home community to Melbourne schools. The fostering of a safe and inclusive community based on the school values of respect, courage, culture and care is the responsibility of all staff.

MITS staff acknowledge and value the contribution of colleagues within the school, listen to and consulting with others, communicating proactively to ensure that collaborative practices are maintained.

### **5.2 Child Safety**

MITS assures the right of every student and staff member to a safe environment. In particular, MITS is committed to child safety, and adheres to the Child Safe Standards through its Child Safe Policy. Each MITS staff member and volunteer is required to sign and act in accordance with MITS's Child Safety Code of Conduct.

Teachers must ensure that they act in accordance with MITS's Child Safe Policy and Child Safety Code of Conduct. Whilst Teachers do not have any specific duties or responsibilities in relation to child safety, other than those listed in this document, they must be mindful that matters of child safety may arise through their work with MITS students.

Teachers do not require any particular qualification, experience or attributes in relation to child safety.

### **5.3 Reference Checks and Criminal Record Check**

Appointment to MITS is subject to reference checks and a Criminal Record Check.

### **5.4 Work Health & Safety Requirements**

All staff must:

- contribute to safe work practices and a healthy school environment for all staff, students and visitors;
- take reasonable care for their own health and safety while taking reasonable care that their actions or omissions do not adversely affect the health and safety of other persons; and
- comply with all risk management requirements, promoting an environment and culture consistent with principles of safety and effective risk management

### **5.5 Specific Requirements and Training**

Staff members must acquire and maintain:

- a current Working with Children Check or VIT registration to work in Victorian Education;
- a current First Aid and CPR Certificate;
- other training as required from time to time by MITS to meet the academic, wellbeing, administrative and other needs of the position.

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## 6 Applications

Applications should be forwarded to MITS at [careers@mits.vic.edu.au](mailto:careers@mits.vic.edu.au) and will include a current resume and brief covering letter.