

## Iona College Geelong Teacher Position Description 2025

Iona College Geelong is a Catholic Co-educational College located in Charlemont (a 15-minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (a 15- minute drive from Torquay).

The Iona team thrives on collaboration, values wellbeing for staff and students, and believes that positive relationships are at the heart of our culture.

<b>REMUNERATION SCALE:</b>	Teacher Classification (salary band will be based on individual skills, qualifications, experience, and years of service under the VCMEA 2022)
<b>FULL TIME EQUIVALENT:</b>	1.0 FTE Full time (part time by negotiation)
<b>REPORTS TO:</b>	Damian McKew ( Foundation Principal) Kylie Power (Deputy Principal-Wellbeing) and Melissa Gould (Deputy Principal- Learning)

STATEMENT OF DUTIES	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Promote positive, respectful, and encouraging relationships between all members of the learning community based on their personal knowledge of students and use of restorative practices.</li> <li>• Build a classroom environment of high expectations for each student’s personal growth supported by moderated and differentiated activities.</li> <li>• Demonstrate current curriculum knowledge, using a broad range of pedagogical approaches and effective classroom management skills.</li> <li>• Be aware of and implement changes to the curriculum by developing appropriate classroom materials, including summative and formative assessments that accurately reflect student achievement.</li> <li>• Work collaboratively with others in their classroom subjects and year level to ensure consistency in the content and delivery of curriculum to all students.</li> <li>• Identify where each student is on the learning continuum and adjust their teaching to assist progress.</li> <li>• Participate in regular professional learning pertinent to their subjects and profession.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the formation and implementation of school priorities expressed in school documentation, supporting initiatives that are in the best interests of the school community.</li> <li>• Promote the role of parents and carers in their child's education by providing timely and ongoing feedback.</li> <li>• Develop and maintain high standards of professional practice by observation of class teaching practice and reciprocal peer review followed by constructive dialogue.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have a track record of ongoing personal and professional growth and development.</li> <li>• Commitment to ongoing professional development.</li> <li>• Continue the development of teaching skills and relevant technologies.</li> <li>• Participation in the Annual Review Meeting process.</li> <li>• Maintain professional competence and training.</li> <li>• Uphold professional standards expected of this role.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner.</li> <li>• Strive to achieve the College vision, mission, and goals.</li> <li>• Contribute to a culture that engenders transparency, responsibility, and accountability.</li> <li>• Commit to integrating student centered learning with a focus on emotional, spiritual, academic, social, and physical growth.</li> <li>• Commit to ongoing personal and professional development including individual and collective wellbeing initiatives.</li> <li>• Foster an environment where knowledge and information are valued and shared.</li> <li>• Attend all relevant directed activities and staff meetings.</li> <li>• Attend whole school events as directed by the Principal.</li> <li>• Follow the College financial requirements in relation to ordering goods.</li> <li>• Assist with Open Week Activities.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake other duties related to this role as directed by the Principal or Deputy Principals.</li> </ul>

<p><b>Key Relationships</b></p>	<p>Internally</p> <ul style="list-style-type: none"> <li>• Foundation Principal</li> <li>• Deputy Principals</li> <li>• Leadership Team</li> <li>• Head of Learning Diversity</li> <li>• Staff</li> </ul> <p>Externally</p> <ul style="list-style-type: none"> <li>• Parents and carers</li> <li>• Visitors and consultants</li> <li>• Melbourne Archdiocese Catholic Schools</li> <li>• Catholic Education Victoria Network</li> </ul>
<p><b>Risk and Occupational Health and Safety</b></p>	<p>A teacher at Iona College Geelong will:</p> <ul style="list-style-type: none"> <li>• Comply with legislated occupational health and safety practices and participate in consultative processes.</li> <li>• Observe safe work practices in accordance with training and instruction given.</li> <li>• Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety).</li> <li>• Promote and implement Occupational Health and Safety and risk mitigation processes within the College.</li> </ul>

<p><b>QUALITIES AND CAPABILITIES</b></p>	
<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>• An understanding of the ethos of a Catholic school and its mission.</li> <li>• A commitment to Iona College Vision and Mission.</li> </ul>
<p><b>Knowledge and Understandings</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate an ability to guide and support students at various stages of development and foster the development of leadership capacity in students.</li> <li>• A comprehensive understanding of the College's policies and procedures.</li> <li>• The appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information.</li> </ul>

<p><b>Skills / Attributes</b></p>	<ul style="list-style-type: none"> <li>• Creative and resilient approach as a staff member in a new Catholic College.</li> <li>• Willingness to respond positively to the needs of a Foundational Catholic College and take proactive action.</li> <li>• Foster positive communication with all members of the Iona College Community.</li> <li>• Maintain accurate and complete records related to the role.</li> <li>• Demonstrate effective administration and organisation of activities associated with the role.</li> <li>• Maintain accurate records related to NCCD and funded students.</li> <li>• Productive and collaborative member of the school education community.</li> <li>• Develop and sustain quality professional relationships, using effective communication and interpersonal skills.</li> <li>• Ability to integrate technology to enhance learning outcomes.</li> </ul>
<p><b>Experience and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Academic and teaching qualifications that meet the requirements of the Victorian Institute of Teaching (VIT).</li> <li>• Where possible, accreditation to teach in a Catholic School/Accreditation to teach Religious Education in a Catholic School (if accreditation to teach in a Catholic School is not held that there is a commitment to complete this within five years of employment).</li> </ul>

**CHILD SAFETY EXPECTATIONS**

**Commitment to Child Safety**

Victorian Catholic schools are child safe environments. Iona College actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Iona College Geelong Child Safety and Wellbeing Policy and Child Safety Code of Conduct are available on the college website.

Staff must:

- Demonstrate an understanding of [Victoria's 11 Child Safety Standards](#).
- Demonstrate an understanding of appropriate behaviours when engaging with children.
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be suitable to engage in child-connected work.

- Demonstrate effective Duty of Care for students in line with Iona College's commitment to creating a Child Safe organisation and protect students from all forms of abuse.
- Have an exemplary record of professional conduct including maintaining appropriate confidentiality.

### **CHILD SAFE PRINCIPLES**

Every person employed at Iona College Geelong has a responsibility to understand the important and specific role she/he/they plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Iona College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child and a child's privacy must be respected.
4. Clear expectations for appropriate behaviour with children are established in our Child Safety Code of Conduct.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our College community.
7. Procedures are in place to screen all staff, direct contact volunteers, third party contractors and external education providers who have direct contact with children.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all Canonical Administrators, Advisory Board members, staff and Direct Contact Volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College community.
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

<b>Contract &amp; Conditions</b>	<b>Employment:</b> Ongoing <b>Commencement Date:</b> 28 January 2025 Employment conditions are subject to change based on the individual and operational requirements. Entitlements under the <a href="#">Catholic Education Multi Employer Agreement 2022</a>
<b>Authorised by</b>	Damian McKew – Foundation Principal
<b>Date</b>	July 2024