



Community  
College  
Gippsland

**POSITION DESCRIPTION**  
**Teacher – ECG College**

ECG College, a division of Community College Gippsland (CCG), is a Senior Secondary School established specifically for students at risk of leaving the education system. The Senior Secondary qualification is delivered using the VCAL curriculum.

**EMPLOYEE**

**DEPARTMENT**

ECG College

**REPORTS TO**

ECG College – Principal

**APPROVED BY**

Chief Executive Officer

**DATE**

November 2021

**POSITION OBJECTIVE**

To assist students to re-engage in education through flexible, innovative, and hands-on delivery of the VCAL curriculum.

Achievement of the position objective will be reviewed against the following key performance indicators in the annual appraisal and review process and as required.

**Our Values** are reflected in our commitment to:

- Develop, encourage, support, affirm and recognise ***Our People #***
- ***Integrity*** through the high standards we hold ourselves to
- ***Respect*** for *Our People*, the community and the environment
- ***Collaboration*** with *Our People* and the community to advance our Mission and Vision
- ***Accountability*** for making a difference and achieving results
- Uphold the highest Standards to ensure ***Safety*** for all
- ***Quality of Experience*** for *Our People* and stakeholders

# ***Our People*** are our staff, students and volunteers

## **Key Performance Indicators**

- Demonstrate by personal behaviour the values of CCG
- Develop and deliver appropriate VCAL learning and assessment materials that are enriching and engaging for students in accordance with the VCAA requirements
- Active participation in school community life
- Maintain high quality records
- Participate in external VCAL moderation activities
- Prepare and participate in student/parent/guardian interviews at least twice annually
- Report on student achievements each term
- Maintenance of confidentiality
- Contribute to the safety of all students by adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a safe and inclusive learning environment. CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse

## **Key Selection Criteria**

- Demonstrated successful experience in delivering the VCAL curriculum
- Knowledge and understanding of the VCAL curriculum
- Demonstrated experience in an alternative setting school
- Demonstrated ability to work as part of a multidisciplinary team to provide the best outcomes possible for students
- Willingness to undertake professional development and to pursue continuous improvement
- VIT teacher registration
  - Clear Police check
  - Clear Working with Children check
- Community College Gippsland adheres to the Victorian Public Health directions where all employees working in the Education sector must be vaccinated against COVID-19. Compliance with this direction is a legal condition of employment. Applicants applying for this role are required to be vaccinated against COVID – 19. Any offer of employment will only be made to candidates who can provide evidence of their vaccination status.

## Professional Standards

- Teaching staff are responsible for maintaining their registration, as per VIT requirements by actively seeking, undertaking and documenting professional learning activity.
- Demonstrate professional standards of presentation, reliability and punctuality including:
  - Notify the Principal of any planned or unplanned absence including sick leave as soon as possible via a verbal communication. A text or email message is not deemed to be sufficient communication.
  - Discuss any proposed changes to classes or appointment schedules with the Principal prior to advising any students or implementing the changes.
  - Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions.

## Organisational Functions

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
  - Ensuring safe use and maintenance of equipment including PPE for self and students;
  - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
  - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions through the Principal for improvements
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures

## Functional Relationships

### **Key Internal**

Students  
Teaching Staff  
Wellbeing Staff  
Administrative Staff  
Management  
Visitors

### **Key External**

Parents and families  
Other schools  
VET Providers

### Qualifications:

- Victorian Institute of Teaching (VIT) Registration.
- Current Victorian Drivers Licence.

### **Acknowledgement:**

CCG will not engage, employ, contract or otherwise deal with any Disallowed Person as defined by the Standard VET Funding Contract Skills First Program.

The term 'Disallowed Person' applies to both registered training organisations and Relevant Persons at registered training organisations where the registered training organisation has, since 1 January 2011, been subject to any of the following actions for performance reasons:

- A VET Funding Contract termination
- Termination of an 'Other VET Funding Arrangement'
- Registration cancellation, revocation or suspension (whether by the VRQA or ASQA)
- Restrictions imposed on registration (whether by the VRQA or ASQA)

If you are a "Disallowed person" as described above it is your duty to disclose this and as such will not be eligible for this position within CCG.

A Disallowed Person can be an individual (natural person) or an 'entity' (including a body corporate, partnership, association, governmental or local governmental authority or agency).

A Relevant Person means an individual who has been an Executive Officer or High Managerial Agent, or at a sufficiently high level within an organisation to have exercised a material degree of control or influence over the management or direction of the organisation in relation to training delivery.

**DECLARATION:**

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**Approval**

I approve this Position Description as a current and appropriate reflection of the requirements, roles and functions as described employed by Community College Gippsland.

This Position Description forms part of the Contract of Employment as offered to:

..... (insert name)

**Signed:** ..... **Date:** .....

**Position:** Chief Executive Officer

**Employee Statement:**

I have read, understand and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

**Name:** .....

**Signed:** ..... **Date:** .....