

**POSITION:** Teacher VCAL Essential  
**REPORTS TO:** Head of Campus  
**LOCATED:** Multi Campus setting – Melbourne CBD, Prahran and Sunshine  
**DATE UPDATED:** August 2021

#### ORGANISATIONAL ENVIRONMENT

The Hester Hornbrook Academy (HHA) provides flexible education and learning options, including VCAL (Victorian Certificate of Applied Learning), VETiS (Vocational Education and Training in Schools) and an *extend* program offering a variety of elective subjects. Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students and integrate wellbeing and life skills approaches. Teachers and Youth Workers work together to support students. We have *engage* outreach learning options for students who are young parents, currently in or leaving out of home care, experiencing homelessness, or who have been disengaged from mainstream education.

#### JOB CONTEXT

Each HHA classroom is supported by a team comprised of a teacher/trainer, educational support staff and youth worker. The classroom team collaborates to provide a safe, respectful and productive learning environment. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic pathways and other life goals. All staff bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

#### JOB PURPOSE

The classroom teacher will form a part of an education team and be the primary educational member of a classroom team. The teacher is responsible for organising and implementing an instructional program in accordance with the VCAA, Foundation, Intermediate or Senior VCAL curriculum, our *extend* elective program and our HOPE (Healing Orientated Program of Education). The teacher is expected to collaboratively share leadership of the classroom with the other members of the team, including decision making authority.

A primary focus of our teachers at HHA is on the planning, preparation and teaching of programs to achieve specific student outcomes, along with participation in the development of HHA policies and programs and the implementation of HHA Strategic priorities.

All HHA teachers are expected to teach a range of students with varying academic abilities and are accountable for the effective delivery of their programs and consistently implementing the HHA Healing Orientated program of education. This will include contributing to, and in some cases leading, innovative curriculum development and demonstrating a range of best practice approaches within our setting. The HHA teachers will use student data to inform teaching approaches which will enable differentiated individualised teaching and learning to improve student educational outcomes.

#### JOB OBJECTIVES

**Duties of this role may include but are not limited to the following:**

- To deliver an engaging VCAL curriculum at either Foundation, Intermediate or Senior level.

- Developing, delivering and reviewing our new Extend Elective program .
- Apply an understanding of our HOPE (Healing Orientated Program of Education) to support students in a way that allows them to Engage, Equip, Empower and Extend.
- Have a thorough understanding of a range of interventions that promote engagement, build rapport and develop prosocial behaviours and relationships.
- Ensure all student wellbeing case notes, reports and VCAA records are maintained.
- Liaise with Youth Workers and Education Support staff regarding student wellbeing and educational needs to ensure successful transitions and pathways post secondary.
- To lead/participate in excursions and outreach programs as needed.
- Participate in regular supervision, whole school and campus meetings, the performance review processes and professional learning as required.
- Ensure that all Child Safe, risk management and HHA documentation is adhered to.
- Contribute to a culture of continuous review, improvement of student learning outcomes and achievement of the HHA Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure services are delivered within the framework of MCM/HHA policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by Leadership Team of HHA.

## KEY RELATIONSHIPS

This position may have relationships with a diverse range of HHA and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

<b>Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Employees from the HHA team (e.g. Youth Workers &amp; VCAL/VETis Teachers)</li> <li>• Employees from the Education, Training &amp; Transitions team</li> <li>• Employees from the Homelessness, Justice &amp; Family Services division</li> </ul>
<b>External Relationships</b>	<ul style="list-style-type: none"> <li>• Education Partners</li> <li>• Relevant community services providers</li> <li>• Student's communities.</li> </ul>

## KEY SELECTION CRITERIA

The following key selection criteria must be addressed in the application in order to be short listed for this position:

- Experience working with young people, LGBTQI young people and young people from diverse cultural backgrounds who have existing barriers to engaging in education.
- Ability to promote active learning in the classroom by implementing strategies that are conducive to a supportive learning environment and respond to individual student learning needs.
- Effective classroom management skills in a context of trauma-informed practice, restorative justice and with students who have and exhibit multiple barriers to education.
- Demonstrated experience developing VCAL curriculum and elective programs and strong implementation skills.
- Demonstrated capacity to work flexibly, manage competing demands and to work as part of a team.

**Essential requirements of all candidates:**

- Bachelor of Education or related discipline and a current Victorian Institute of Teaching (VIT) registration (provisional or full).
- Computer literacy, including proficiency in the Microsoft suite of programs.
- Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting.
- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.
- COVID – 19 Vaccination essential with proof of vaccination required.

**Desirable:**

- Current Training and Assessment (TAE) qualifications for teaching of VETIS programs is highly desirable.

## ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

### **Workplace Health & Safety:**

HHA/MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA/MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

### **Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

### **Operational Accountability:**

HHA/MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

## COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- Satisfactory completion of safety screening including a current Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

## LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<p><b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.</p>
<b>PARTNERSHIPS</b>	<p><b>Influence &amp; Persuasion</b> Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.</p>
<b>PARTNERSHIPS</b>	<p><b>Credibility &amp; Integrity</b> Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader.</p>
<b>REPUTATION</b>	<p><b>Provable Results</b> Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.</p>
<b>REPUTATION</b>	<p><b>Disrupting Disadvantage</b> Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.</p>
<b>PEOPLE</b>	<p><b>Resilience &amp; Bounce Back</b> Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.</p>
<b>PEOPLE</b>	<p><b>Builds Capability &amp; Realises Potential</b> Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.</p>
<b>PEOPLE</b>	<p><b>Safety First</b> Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.</p>

## OUR VALUES

Employees are expected to commit to and demonstrate HHA/MCM's values:

<b>TOGETHER</b>	<p>We are inclusive and accepting of difference.</p> <p>We work in highly effective teams and our people are connected across our organisation.</p> <p>We engage proactively with others to deliver outcomes.</p>
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<b>COURAGEOUS</b>	We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.
<b>CURIOUS</b>	We are inquisitive and ask why. We challenge the status quo. We actively explore the alternatives.
<b>OPEN</b>	We are transparent and have genuine, honest interactions. We listen and hear people's voices. We value and respect the autonomy of clients. We trust one another.
<b>ACCOUNTABLE</b>	We act safely in all our interactions. We manage within our financial and resource boundaries. We own our outcomes and decisions. We are proud of the work that we do.