KEY SELECTION CRITERIA

POSITION TITLE: English/Humanities Teacher

LOAD: Full-time

NATURE: Ongoing

REQUIRED QUALIFICATIONS: Recognised teaching qualification

VIT Registration (including police check)

Applicants for positions will be judged on their responses to the following key selection criteria. To assist in your written response to the key selection criteria, a number of points for each key selection criteria are listed. You should only refer to these points where you have proven demonstrated experience.

Key Selection Criteria One

- demonstrated skills and experience in subject area which enable all students to achieve their full potential
- preparation and planning
- assessment and reporting practices
- classroom management
- ability to contribute to the identification of student learning needs
- ability to design, development, implement and review curriculum.

Key Selection Criteria Two

- show evidence of recent professional development activities
- participate co-operatively with other staff and be able to work as a team member
- assist student teachers in the development of their teaching skills (not expected of Graduate Teachers)

Key Selection Criteria Three

- to work in partnership with families and churches to offer a sound Christ-centered education.
- be willing to instill Christian morals and values through the curriculum
- mature Christian character with a commitment to a local church fellowship
- commitment to the school's vision and mission statement (attached)

Other

- Applications should read and agree to abide by the Staff Code of Conduct (attached)

What to include in the application:

1. Cover letter introducing yourself
2. Resume/CV, including the contact details for at least three referees, one of which must be the senior pastor of the church you attend
3. Written response to the selection criteria (no more than 3 pages please)
4. The completed standard employment application form for teaching staff (separate document on SCC website)

Applications should be emailed to: employment@scc.vic.edu.au

Applications close: **Friday 9th October 2026**

POSITION DESCRIPTION

Secondary Teacher

TEACHING

A teacher is responsible for:

- Planning thoroughly for each lesson
- Preparation of teaching and learning materials for students
- Presenting material in a manner such as will interest students and enhance learning
- Assessing student performance formally in accordance with College policy
- Completing the formal process of reporting to parents in accordance with College policy
- Contacting parents, at other than formal reporting times, when a student's performance, achievement, attitude or behaviour is a cause for concern, in consultation with the Principal
- Maintain records of class attendance and recording student progress;
- Meeting deadlines set by subject area/College administration
- Keeping up to date with developments in the subject area
- Asking for professional assistance when appropriate
- Acting upon professional advice when appropriate
- Maintaining appropriate confidentiality in all matters relating to the College
- Punctuality in regard to professional life

DISCIPLINE

The teacher will play a vital role in the discipline process by:

- Emphasising and fostering self-discipline
- Encouraging a positive attitude and positive behaviour in students
- Ensuring that students are aware of minimum expectations in terms of behaviour
- Dealing appropriately with individuals and groups whose behaviour or attitude is not acceptable

- Following the College's stated policy and procedures by referring students to appropriate staff when necessary

PASTORAL CARE

ALL teachers will demonstrate pastoral care of his/her students by:

- Attending to the needs of each student and the group as a whole
- Exercising duty of care through effective, professional supervision
- Maintaining constant supervision of a group for which responsibility has been allocated
- Treating students with the respect to which their God-given dignity entitles them
- Act in accordance with our Child Safety Code of Conduct;
- Identify and raise concerns about child safety issues in accordance with our Child Safety Responding and Reporting Obligations Policy and Procedures, including following the Four Critical Actions for Schools;
- Ensure students' views are taken seriously and their voices are heard about decisions that affect their lives;

OTHER AREAS

The subject teacher is required to:

- Ensure that the classroom and its equipment are treated with respect by students and that the teaching area is neat and tidy when vacated
- Be involved in co-curricular activities of the College
- Maintain a manner of life which reflects an adherence to and support for the beliefs, teachings, values, and attitudes of Christianity and the Vision and Mission Statement of the College
- Adhere to a standard of dress consistent with the stated requirements of the College
- Practices carried out within the College are in accordance with relevant occupational health and safety guidelines
- Allocated supervision duties and responsibilities
- Reporting to parents at Student/Parent/Teacher Interviews
- Maintaining professional development
- Maintaining excellent rapport with school community – staff, parents and students

STATEMENT OF COMMITMENT TO CHILD SAFETY & WELLBEING

SCC is dedicated to creating a child-safe environment that embraces all children, young people, and their families. We prioritise the safety and well-being of our students by fostering spaces where they feel secure, valued, and empowered to express their opinions on matters that influence their lives. Our child safety policies, strategies, and practices are designed to be inclusive and responsive to every child's needs.

We maintain a zero-tolerance policy towards child abuse and actively work to identify and mitigate risks of harm within our school community. Our commitment extends to building positive relationships between students and adults, as well as among peers, rooted in trust and mutual respect.

When concerns related to child safety arise, we address them with the utmost seriousness, ensuring a prompt and thorough response. We pay particular attention to the safety needs of Aboriginal students, those from

culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, individuals identifying as LGBTIQ+, and any other students facing risk or vulnerability.

Inappropriate or harmful behaviour targeting students based on these or other characteristics, including racism or homophobia, is not tolerated. Any identified instances will be addressed with appropriate consequences.

Child safety is a collective responsibility. Everyone involved in our organisation plays a vital role in enhancing child safety and well-being by promptly raising any concerns related to a child's safety.

We are committed to regularly reviewing our child safety practices and actively seeking input from our students, families, staff, and volunteers to shape our ongoing strategies.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's **Child Safety Code of Conduct** and the College's **Child Safety Policy** **.**

KEY DOCUMENTS & POLICIES

SCC STRATEGIC PLAN

STAFF CODE OF CONDUCT POLICY

STATEMENT OF FAITH

CHILD SAFETY POLICY

CHILD SAFETY CODE OF CONDUCT

CHILD SAFETY RESPONDING AND REPORTING OBLIGATIONS