



## English Teacher (Year 7-11) – Term 4 Replacement Position (0.55 FTE)

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria. We are seeking a suitably qualified, enthusiastic and knowledgeable teacher of **English** for a Term 4 replacement role. This position is offered at 0.55 FTE across multiple days, with teaching responsibilities from Year 7 to 11.

The key role of this position is to provide contemporary teaching programs as part of a dynamic team of educators.

### Key responsibilities

- Demonstrate a passion and experience for teaching English across Year 7-11
- Teaching an education program that enables all students to achieve their highest potential
- Assessing student progress and providing meaningful feedback to support their learning via the Continuous Reporting system
- Collaborate with colleagues to plan, implement and review curriculum and assessment strategies
- Foster strong relationships with students, staff and parents
- Commitment to ongoing professional development, active participation in cocurricular activities and eagerness to contribute to the wider school community
- Commitment to Occupational, Health and Safety and maintaining a safe and supportive environment

### What we look for

- Expertise in your field and an in-depth understanding of the English Curriculum
- Ability/interest to teach VCE is desirable
- Flexibility, adaptability and a proactive attitude
- Strong organisational, communication and interpersonal skills
- Ability to work collaboratively within a team environment
- Ability to serve as a positive role model by promoting the School's values, fostering a respectful and inclusive culture and upholding professional conduct.

This is a **part-time, fixed term contract position** commencing 6 October to 10 December 2025. We offer a supportive work environment, continuous professional development opportunities and a chance to contribute to our school's legacy of excellence.

Applicants must have an awareness of the expectations of an Independent School, appropriate VIT Registration and a commitment to working in an environment where Christian spiritual values underpin true education. An awareness of 'Teaching for Understanding' and other educational approaches would be an advantage.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application by **Friday, 1 August 2025** together with the names, addresses and telephone numbers of three referees to [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au).

**We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible.**

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



## Position Description

### Teacher

#### Nature of Role

This classroom teaching role reports to the Principal, with oversight from the Head of Department and the Head of Learning Area. The core responsibility of a teacher in the Middle or Senior School is to design and deliver curriculum that aligns with the school's philosophy, policies and educational practices.

#### Main Responsibilities and Accountabilities

##### Teaching Practice

The teacher is responsible for:

- Planning a developmentally appropriate educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student
- Creating flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and discover
- Adopting practice that reflects innovation and creativity in design and implementation

##### Pastoral Care

Teachers are expected to:

- Care for and undertake a position as a Mentor if required, in a way which reflects the School's Vision and Values
- Be sensitive to students experiencing personal, social or organisational problems
- Liaise with colleagues and parents concerning the pastoral group and individual members

##### Curriculum and Resource Development

Teachers are expected to:

- Participate in the creation, development and evaluation of curriculum
- Use existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum
- Keep up-to-date with curriculum and resource development

##### Professional Development

Teachers are expected to:

- Participate in ongoing professional development and the process of professional review
- Be familiar with any relevant Ministerial Orders including *Ministerial Order No 1359*, Child Safe Standards
- Attend appropriate seminars and courses
- Participate in area association meetings as appropriate
- Supervise student teachers and actively participate in their learning

##### Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to all Stakeholders
- Excellent consulting, writing, editing (text and photo), presentation and communication skills
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- Excellent interpersonal skills and customer-service skills
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

### **Position Requirements: Knowledge and Experience**

- Tertiary qualification in Education
- A proven record of implementing education programs
- Highly developed interpersonal skills
- Well-developed time management, administrative and organisational skills
- Flexibility and adaptability to respond to differing learning needs and strengths of students
- A current Victorian Institute of Teaching registration (which incorporates Working With Children Check and National Police Checks) is an essential requirement for this role
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture
- A commitment to contributing to the co-curricular life of the school

### **Performance Indicators**

- The provision of high-quality curriculum
- The provision of educational opportunities and activities which enable all students to achieve their highest potential
- Excellent collegial relations
- Providing regular feedback and maintaining an awareness of individual learning needs
- Regular participation in professional development courses and programs
- Effective involvement in the general pastoral care programs and structures of the School
- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Taking a lead role in promoting and supporting student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

### **General, Administrative and Other Activities**

- Administer student assessment (formative and summative), provide feedback and write reports in accordance with School policy
- Maintain records of classroom attendance
- Attend School functions as required
- Conduct parent/teacher meetings
- Attend School meetings
- Undertake yard and other supervision duties as required

### **Flexibility**

- This position may necessitate some out-of-hours work on weekends and evenings as required
- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- Will be required to attend meetings and functions as part of, or in addition to, normal working hours. A number of duties will need to be performed at times other than during the school day or when students are in attendance

### **Key Relationships**

Reporting to:

- Principal
- Head of Department
- Head of Learning Area (HOLA)

## Health and Safety

- Demonstrate a full awareness of work health and safety issues and procedures, comply with these and take responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment
- Be familiar with emergency procedures and be ready to implement them if necessary

## Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

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 School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*