



English Secondary Teacher, Full-time, Fixed Term

About Huntingtower

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria. The mission and purpose of Huntingtower is to be a beneficial presence in the world, to uplift thought and to bless mankind.

The Opportunity

We are seeking an enthusiastic and experienced **English Teacher for a full-time, fixed-term parental leave position**, commencing in Term 4, 2026 and continuing through to end of Term 2, 2027. Preference will be given to applicants available for the full duration, however, applications from candidates available for only one part of the appointment are also encouraged. The successful applicant will teach English across Years 7–12. The ability to teach an additional subject area would be highly regarded but is not essential.

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 7-12
- Teaching an education program that enables all students to achieve their highest potential
- Establishing a caring, supportive and engaging learning environment
- Providing feedback to students and parents via the Continuous Reporting system
- Developing and maintaining relationships and open communication with parents, colleagues and students
- A commitment to collaborating with colleagues in the planning, delivery and review of curriculum through the co-creation and refinement of shared resources
- A willingness to contribute actively to the cultural, pastoral and co-curricular life of the School
- 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 and adaptability
- Strong organisational and interpersonal skills
- Effective communication skills
- Ability to work as part of a team
- A professional who actively aligns themselves with the School's leadership, vision, values and ethos



English Secondary Teacher, Full-time, Fixed Term

Why Join Us

This is a **Full-time, fixed term contract position** commencing 5 October 2026 to 18 June 2027. We offer a supportive work environment, continuous professional development opportunities and a chance to contribute to our school's legacy of excellence.

What You Need to Know

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.

How to Apply

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, 28 August 2026** together with the names, addresses and telephone numbers of three referees to 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.

Child Safety Statement

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

This position description summarises the essential responsibilities, performance outcomes, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Details

Position	Teacher
Award	Educational Services (Teachers) Award 2020
Classification	
Reports to	Head of Department

Nature of Role

The Teacher is a classroom practitioner who reports to the Principal through the relevant Head of Department and is responsible for delivering high-quality teaching and learning programs. The role involves the design and implementation of curriculum aligned with the School's philosophy, policies and contemporary best practice, supporting the academic, social, emotional and physical development of each student.

The Teacher contributes to a culture of excellence, wellbeing and continuous improvement, fostering engaging and inclusive learning environments that enable all students to thrive. This role is aligned with the School's Vision and Values and the AITSL Professional Standards for Teachers.

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

Main Responsibilities & Accountabilities

Responsibilities	Performance Outcomes
Professional Knowledge and Practice	• Designs and delivers developmentally appropriate programs that demonstrably support each student's social, emotional, cognitive, physical and aesthetic growth • Establishes flexible, inquiry-based learning environments that promote engagement, reflection and discovery • Implements innovative and creative teaching practices to enhance student learning outcomes • Designs, develops and delivers a high-quality curriculum aligned with contemporary practice and student learning needs • Demonstrates strong pedagogical knowledge, including how students learn, differentiation and effective teaching strategies



Position Description

	• Integrates appropriate learning technologies to enhance teaching and student engagement • Applies knowledge of relevant curriculum frameworks in planning and delivery • Establishes and maintains a positive, respectful and well-managed learning environment that supports student engagement and responsibility • Implements effective assessment and continuous reporting practices (formative and summative) to monitor student progress, inform teaching practice, differentiate learning and provide timely, meaningful feedback that supports student learning and growth • Communicates student progress in an ongoing and timely manner through the School's continuous reporting processes, ensuring clarity for students and parents/carers • Maintains up-to-date knowledge of curriculum developments and emerging resources, applying this to enhance teaching practice and student learning outcomes
Student Wellbeing and Pastoral Care	• Demonstrates effective mentorship by building supportive relationships with students, consistently reflecting the School's vision and values in interactions and guidance • Undertakes a formal Mentor (POR) role where required • Identifies and responds appropriately to students experiencing personal, social or organisational challenges, providing timely support and facilitating access to relevant resources • Works collaboratively with colleagues and parents/carers to support student wellbeing and contribute to a safe, inclusive learning environment
Professional Relationships and Communication	• Communicates clearly, professionally and effectively with students, staff, parents and external stakeholders • Builds and maintains respectful, professional and collaborative relationships across the school community
Professional Engagement and Growth	• Engages in ongoing professional learning and participates in the professional review process, demonstrating growth through critical reflection and responsiveness to feedback • Maintains up-to-date knowledge of relevant Ministerial Orders, including Ministerial Order No. 1359 and Child Safe Standards and consistently applies these in practice • Attends and contributes to relevant seminars and courses, integrating new knowledge and skills into teaching practice



Position Description

	- Actively participates in professional and subject association meetings, contributing to shared practice and professional dialogue - Effectively supervises and mentors pre-service teachers where required, supporting their development through active guidance, feedback and modelling of best practice
Professional Conduct and Personal Capability	- Demonstrates integrity, professionalism and sound judgement in all aspects of the role - Upholds confidentiality and ethical standards - Demonstrates a strong commitment to Huntingtower's mission, vision and core values, actively articulating, modelling and promoting these within the school community
General, Administrative and Other Responsibilities	- Maintains accurate records of student attendance - Attends and contributes to School meetings as required - Participates in parent/teacher meetings, communicating student progress effectively. - Attends School functions and events as required - Attends overnight residential programs or retreats as required - Undertakes yard duty and other supervision responsibilities in accordance with School expectations
Professional Presentation	- Maintains a professional standard of dress and presentation consistent with the expectations of the School - Adheres to the School's Staff Dress Code as outlined in relevant policies and conditions of employment
Safety, Compliance and Risk Management	- Demonstrates full awareness of work health and safety issues and procedures, complies with these and takes responsibility for one's own health and safety - Promotes and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats - Adheres 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 - Knows the School's emergency procedures and is ready to implement them
Flexibility	- Works collaboratively with leadership to support role development and school priorities - Demonstrates flexibility and adaptability in response to evolving school needs



Position Description

Key Strengths and Capabilities	• Highly developed communication and interpersonal skills • Strong organisational and time management skills • Ability to build relationships, negotiate and problem solve effectively • Ability to work collaboratively and effectively within a team environment • High level of professionalism, judgement and integrity • Commitment to continuous improvement and lifelong learning • Resilience, empathy and a student-centred approach
---------------------------------------	---

Position Requirements: Knowledge and Experience

- Tertiary qualifications in Education (postgraduate qualifications desirable)
- 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
- Actively contributes to the broader life of the School, including co-curricular and community activities

Key Relationships

Reporting to:

- Head of Department
- Principal

Liaises with:

- Vice Principal – Teaching and Learning
- Senior Executive Team
- Head of Curriculum
- People and Culture Team
- Staff, Students, Parents and wider Community
- External providers



Position Description

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*