

Secondary English and Humanities Teacher Role Description

VISION

Covenant College strives to be a vibrant Christ-Centred community where parents and staff serve in partnership to nurture in each child a passion for learning and an uncompromising desire to live according to God's word.

INTRODUCTION

Founded in 1979, Covenant College is dedicated to providing genuine Christian education, serving students from kindergarten through to VCE. The College is located on one campus within the growing suburb of Bell Post Hill in Geelong. With a team of approximately 200 dedicated staff members, we cater to a community of 740 students across the school and an additional 100 in our Kindergarten program.

The success of the College is only effective if our activities are grounded in Christ (God) and His Word and therefore we strive to operate from the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

POSITION PURPOSE

In this role you will develop and deliver Christ-centred education. This teaching position requires you to have the ability and passion to effectively teach, engage and educate students to reach their potential.

Role	Teacher
Commencement	Week 10, Term 3, 2026
Time Fraction	Full-time
Reports to	Principal, Assistant Principal via the Head of Senior School
Contract and conditions	Employment: Fixed-Term Parental Leave Replacement until the end of Term 4, 2026 with the possibility of an extension until the end of Term 1, 2027. Industrial instrument: Educational Services (Teachers) Award 2020

STATEMENT OF DUTIES

Key responsibilities

Christian Ethos / Perspective

- Reflect the example of Jesus Christ to students and the wider college community and undertake your tasks in a way that honours Him
- Be willing to share the Gospel and your personal testimony with the college community
- Participate in the devotional life of the college, including attending and contributing to staff devotions as required
- Pray with and for your colleagues, students or any members of the college community as needed

Educational

- Exercise a pastoral responsibility for students in their classes
- Lead, inspire, support, and encourage students through teaching from a Christian worldview
- Make available to the relevant coordinator, within the first 3 weeks of any term, a teaching program that:
 - Contains Biblical Worldview perspectives of the curriculum to be covered
 - Meets the learning outcomes of the curriculum
 - Plans appropriate assessment and reporting for the learning
 - Plans appropriate homework, according to the guidelines set in the school's policy and provide a copy of a semester outline, learning objectives and assessment for their teaching program
 - provide sufficient documentation of the program, so that the program can be easily re-used or modified, in the future.
- Provide teaching instructions for a casual replacement teacher for planned and unplanned absences.
- Employ teaching methods that:
 - Are informed and guided by biblical principles
 - Ensure that classroom tone and conduct is conducive to the enjoyment and efficient learning of all students
 - Ensure that in welfare and discipline matters, the school's policies and practices are adhered to
 - Assess students' work and keep accurate, up to date records of student progress
 - Ensure that relevant pedagogical methods are used in their classroom program
 - Critically reflect upon educational trends as well as your own professional practices and seek to improve



- Contribute to providing a physical environment which is attractive, clean, safe, stimulating and conducive to learning
- Perform co-curricular duties as allocated annually. These may include the following: yard duty, bus duty, sports days, camps, excursions, Association meetings and other activities as required by the Board and Leadership Team
- Organise extra-curricular activities, such as social service, mission, lunchtime activities, parent volunteers and other activities as required by the Leadership Team
- Perform teaching duties as required by the Leadership team or Principal
- Encourage and instruct in the care of school property, and other students' belongings
- Undertake a minimum of 2 days approved professional development (PD) per year. At least 2 days per year are provided during normal working hours and staff may be expected to undertake a further day equivalent of PD outside of normal working hours to upgrade qualifications as appropriate
- Provide parents with the opportunity to be involved with their children's school activities
- Contribute to the development, updating and implementation of the College's vision
- Identify students with special needs and in consultation with the HoS, and Education Support Leaders, develop an Individual Learning Program for that student if necessary
- Be aware of the minimum standards for professional practice, as set out in The Victorian Teaching Profession's Codes of Conduct and Ethics

<https://www.vit.vic.edu.au/maintain/conduct/codes>

Administrative

- Be familiar with the Staff Handbook, and comply with its contents
- Be familiar with and implement the school's policies and practices
- Contact the Daily Organiser by to 6 a.m. should you not be able to perform teaching duties that day
- The hours under normal circumstances are 8.20 a.m. to 4.00 p.m. (Except for scheduled meetings). Additionally, you may be required to attend camps and attend work out of school hours from time to time due to Parent/Teacher interviews or College events etc.
- Provide formal written reports at the end of Semester 1 and 2, and interim and verbal reports of student progress, as per the College Assessment and Reporting policy.
- Provide timely formative and summative appraisals of students' progress for their own benefit in learning and for parents, school management, potential employers and providers of further education.



	- Attend staff and section meetings, relevant Key Learning Area (KLA) meetings, Board/staff meetings, parent-teacher interviews, Association meetings and any other meetings the Leadership Team or Board may require. - Regularly contribute to the work of relevant committees as appropriate. - Assist in and implement the College's education plan. - Ensure the accurate recording of daily student attendance. - Ensure that accurate copies of all student assessments and grades are kept. - Ensure that a duty of care is exercised at all times through active supervision of students. - Contribute to the work of school committees charged with areas of supervision and development of the school, being a member of a committee where possible. - Contribute to the selection of appropriate educational resources for the use of students and staff, in consultation with Curriculum Coordinator/ Head of School, with reference to the school's vision and strategic plan - Seek approval from the Principal or HoS, should you require to be away from the premises during school hours, and always notify administration staff of your whereabouts. Financial - Contribute to the forming of the budget/s in your area/s of responsibility and operate within the budget set. - Exercise Christian standards of stewardship in the management and care of physical resources under their disposal. - Provide timely advice to the Principal/Head of School/KLA Coordinator of any deficits in materials and other provisions for their classes. <i>* It should be noted that, while detailed, this job description is not exhaustive and the Principal may at their discretion vary the responsibilities of according to the operational requirements of the College.</i>
General	- Attend all relevant staff meetings - Attend whole school events as directed by the Principal
Key Relationships	Internal - Principal - Assistant Principal - Head & Deputy Head of Senior School - Senior School Teaching staff - Senior School Teaching and Learning Leader - Senior School Key Learning Area Leaders External - Parents and guardians

Risk and Occupational Health and Safety	All Covenant College employees are responsible for: • Participating in relevant health and safety training based on roles and responsibilities. • Participating in the development and implementation of specific OHS risk management strategies as appropriate. • Understanding and complying with all OHS legislation and regulations relevant to their activities at the school or workplace. • Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions. • Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others. • Reporting all injuries, illness or 'near misses' through the Incident Reporting platform.
Child Safety	The College has a zero tolerance of child abuse. This position is responsible for taking all practical measures to ensuring that Covenant College's Child Protection Program is implemented and upheld. This position contributes to a strong child protection culture within the College. The College have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

PERSON SPECIFICATIONS

Commitment to College values and ethos	As a Covenant College staff member, it is expected you: • Display a firm commitment to a Christian Worldview and the outworking of that within the College setting • Model a lifestyle that reflects Christian practice and beliefs in your everyday work • Understand, model, uphold and support the ethos of the College and its Core Values
Knowledge, Skills and Experience	• Demonstrated ability to plan and deliver effective teaching and learning programs. • Strong classroom management and behaviour support skills. • Excellent communication and interpersonal skills. • Ability to build positive relationships with students, families, and colleagues. • Strong organisational and time management skills.

	• Experience using educational technology to enhance learning outcomes. • Commitment to continuous professional development and reflective practice.
Qualifications (Essential)	• Minimum degree in Education with a current VIT registration • HLTAID011 Provide First Aid • HLTAID009 Provide CPR • 22702VIC Management of Asthma Risks & Emergencies • 22578VIC First Aid Management of Anaphylaxis
Other requirements	• Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Adherence to Covenant College Child Safe Program • Adherence to Covenant College policies and procedures
Personal Attributes	• Understanding and willingness to support the purpose, vision and values of the College • Receptive to new ideas, innovative practices and adaptable to change • Be professional in presentation and attitude

INHERENT REQUIREMENTS

Christian Ethos	• It is an expectation and requirement that staff subscribe to and actively uphold the Geelong Christian Education Association's Biblical Basis and Educational Mandate (Statement of Faith) and model these Christian values within the College community. • Are a committed Christian/practising member of an evangelical/reformed church
Physical	• Ability to move throughout the school environment, including classrooms, playgrounds, and other learning spaces. • Capacity to stand and walk for extended periods during teaching and supervision activities. • Ability to supervise students in a variety of settings, including excursions and outdoor activities. • Ability to use computers, educational technology, and classroom equipment. • Capacity to safely handle and transport teaching resources and materials as required.
Cognitive	• Ability to plan, organise, and deliver effective teaching and learning programs. • Strong attention to detail and ability to manage multiple priorities in a dynamic environment. • Ability to analyse student learning needs and adapt teaching approaches accordingly. • Effective problem-solving, decision-making, and professional judgement skills.



	• Strong verbal and written communication skills, with the ability to build positive relationships with students, families, and colleagues.
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Enquiry and application details	Enquiries can be directed to Carolyn Stones via the College office on 03 5278 5122. All applications to be submitted to the Principal, Mr. Joshua McEwen via email to: hr@covenant.vic.edu.au and should include: • Covenant College Employment Application –Teaching Staff form (found on our website) • Cover Letter • Resume Applications close: 9am Tuesday 11 August
Date	July 2026