



Covenant College

CHRIST CENTREDNESS • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

Teaching and Learning Leader / 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

The Teaching and Learning Leader (TLL) is a pivotal role within the Junior School (Years F-4). The Teaching and Learning Leader team work together and are supported by the Executive Leadership to promote, advocate for, encourage and maintain an engaging and effective curriculum and teaching & learning program that aligns with the schools Educational Mandate, Biblical Basis Statement, Vision, Values and Strategic objectives, and enables students to attain academic excellence.

Role	Teaching and Learning Leader (Junior School, Foundation to Yr 4)
Remuneration	Relevant Teacher salary level plus an annual Position of Responsibility (POR) allowance
FTE Equivalent	0.6-0.8 FTE Teaching and Learning Leader – 0.4 FTE; Teacher - 0.2-0.4 FTE
Reports to	Principal, Assistant Principal via the Head of Junior School



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

General

- Coordinate and provide exemplary management of the curriculum and Teaching & Learning Practices, to ensure that they are engaging and achieve the College's education strategies.
- Contribute to whole School curriculum policy and program development.
- Coordinate with the Education Support Leaders and Heads of School, to support teachers in the delivery of quality teaching and learning programs and practices for all students.
- Assess school-wide Education needs, based on student needs.
- Strategically plan for and provide appropriate training of staff in Curriculum development and implementation, and in the area of Teaching and Learning

Leadership

- Articulate a coherent and robust educational philosophy, consistent with the College's ethos and values and curriculum vision, in collaboration with Heads of School.
- In collaboration with Heads of School lead the teaching staff in maintaining a contemporary pedagogy that achieves best practice.
- In collaboration with Heads of School disseminate information and lead discussion about engaging and exemplary Teaching & Learning practice.
- Facilitate appropriate consultation between all levels of the College.
- Encourage colleagues and students to pursue appropriate teaching and learning goals.

Curriculum



- Provide oversight of curriculum development from Foundation to Year 12 including thorough syllabus/curriculum documentation for each learning area.
- In collaboration with the Executive Leadership and Heads of School integrate the School's Education strategy into the College curriculum practices.
- Set, monitor, and report on annual curriculum priorities with the Heads of School.
- Respond to government policy or information papers as needed.
- Work collaboratively with staff to implement innovative eLearning projects.
- Hand over all existing curriculum to new staff before they begin teaching at Covenant and help them liaise with their planning team when applicable.
- Ensure consistency with the addressing of required curriculum and incorporation of Transformation by Design (TbD) Curriculum Framework (including Focus Threads).

Teaching & Learning (T&L)

- In collaboration with the Executive Leadership and Heads of School integrate the School's Education strategy into the College Teaching & Learning practices.
- Support teachers in the development and implementation of Quality Differentiated Teaching Practices
- *Work with the Executive Leadership and Heads of School to implement the College's quality teaching and learning strategy.*
- Model exemplary teaching, assessment, and reporting practice.
- Ensure the scope and sequence of knowledge, skills, and processes of the curriculum are implemented.
- Support and work with staff in the development and implementation of engaging teaching and learning programs, to achieve best practice in teaching and learning.
- Set, monitor, and report on annual T&L priorities with the Heads of School.
- Assist with the development of peer observation/feedback.

Assessment and Reporting

- Manage the system for tracking student academic performance.
- Work with teachers to use data to improve student learning outcomes.
- Work with the Heads of School to ensure reports and curriculum are aligned.
- Work with the Executive Leadership and Heads of School to develop and implement rich and vigorous assessment strategies across the College.



	• Work with Heads of School to coordinate the administration of interim and semester student academic reports. • Coordinate the administration of the annual NAPLAN testing. • Coordinate the administration of new students standardized testing. Teaching • Undertake assigned Teaching duties as per Teacher role description as directed by leadership Other • Support the Head of School in planning for Staffing requirements in the section. • Support VIT Provisionally Registered teachers to move to full registration. <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 school events as directed by the Principal
Key Relationships	Internal • Principal • Assistant Principal • Heads of School • Teaching and Learning Leaders • Key Learning Area Leaders • Teaching staff • Students • Administration staff 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
Qualifications (Essential)	• Relevant Tertiary qualifications in Education • HLTAID011 Provide First Aid • HLTAID009 Provide CPR • 22702VIC Management of Asthma Risks & Emergencies • 22578VIC First Aid Management of Anaphylaxis
Other requirements	• Current Victorian Institute of Teaching registration • 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
Key Selection Criteria	1. Active Christian Faith and Commitment: a) Demonstrated commitment to an active Christian faith, with regular involvement in an evangelical or reformed church.



	b) Ability to integrate a Christian worldview into all aspects of school leadership and education, in alignment with the school's Biblical Basis Statement, Educational Mandate and Vision Statement. 2. Pastoral Care and Wellbeing Leadership: a) Proven ability to create and maintain a caring and supportive environment for students and staff, promoting their wellbeing and safety. b) Knowledge of and experience with developing and implementing pastoral care and wellbeing initiatives that align with Child Safety standards. 3. Organisational and Educational Leadership: a) Strong organisational skills with a demonstrated ability to manage multiple priorities, lead educational initiatives, and drive continuous improvement within the school. b) Experience in developing, implementing, and evaluating evidence-based improvement agendas that enhance student learning outcomes. 4. Community Building and Engagement: a) Ability to foster a collaborative and professional learning community that encourages continuous improvement and collegial engagement among staff. b) Proven capacity to build and maintain strong relationships with students, staff, parents, and the broader school community. 5. High-Level Communication and Interpersonal Skills: a) Exceptional written and oral communication skills, with the ability to convey complex ideas clearly and effectively. b) Highly developed interpersonal skills, with a demonstrated ability to build rapport, resolve conflicts, and maintain confidentiality.
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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 stand and walk for extended periods while delivering lessons and supervising students. • Ability to move throughout classrooms, playgrounds, and school facilities to support student learning and safety. • Sufficient manual dexterity to operate computers, educational technology, classroom equipment, and teaching materials. • Ability to communicate clearly and effectively in person and via telephone or online platforms. • Ability to occasionally lift, carry, and move educational resources, equipment, or supplies (typically up to 10-15 kg). • Visual and auditory ability to monitor classroom activities, read educational materials, and respond to student needs.
Cognitive	• Ability to plan, organise, and deliver engaging lessons that align with curriculum requirements. • Strong attention to detail to assess student progress, maintain records, and prepare educational materials. • Ability to analyse information, solve problems, and make sound decisions in a dynamic classroom environment. • Ability to manage multiple tasks, priorities, and deadlines while maintaining teaching effectiveness. • Strong interpersonal and communication skills to build positive relationships with students, parents, and colleagues. • Ability to maintain concentration, exercise judgement, and adapt teaching methods to meet diverse learning needs.

Contract and conditions	Employment: Ongoing* <i>*Teaching & Learning Leader POR is an initial 1-year appointment (after successful probation period), with the opportunity to re-apply for further appointment to this role for an additional 3 years.</i> Commencement: Term1 (18 January), 2027 Industrial instrument: Educational Services (Teachers) Award 2020
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**

Christian learning for life.

	• Covenant College Employment Application –Teaching Staff form (found on our website) • Key Selection Criteria responses • Resume Applications close: 9am, Monday 31 August.
Date	August 2026