



Covenant College

CHRIST CENTRED • PARTNERSHIP • DISCIPLESHIP • COMMUNITY

Secondary Teacher | Year 9 Program (Humanities, Sport, Health & Physical Education) 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 College and an additional 100 in our Kindergarten program.

The success of the College is dependent on our activities being grounded in Christ and His Word. Therefore, we strive to operate in accordance with the Biblical Basis and Mandate Policy of which all applicants are encouraged to read (available on our website).

YEAR 9 PROGRAM

Through Covenant College's Year 9 program, we seek to cultivate students who are growing towards wholeness, grounded in their identity in Christ and equipped with robust, inquiring minds. Students are encouraged to engage thoughtfully with the world around them, contributing to their local communities, serving others, and developing the skills to learn both independently and collaboratively.

We aim to nurture young people who have an earnest regard for truth, think critically, and are able to discern and challenge competing worldviews. We encourage the pursuit of goodness, excellence, courage, integrity, justice, and love, while equipping students to be salt and light in their communities.

A key feature of the Year 9 program is the opportunity for students to participate in three outdoor education experiences that foster resilience, teamwork, leadership, independence, and personal growth. In Term 2, students undertake the Bike Camp, cycling from Bright to Wangaratta and developing perseverance through challenge and shared experience.

In Term 3, students participate in a four-day hike through the Grampians, where they grow in confidence, self-reliance, and appreciation for God's creation.

The program culminates in a seven-day Expedition in Term 4, during which students choose between completing the Great Ocean Walk or undertaking a canoe expedition along the Glenelg River. These experiences provide rich opportunities for students to strengthen character, deepen friendships, and



apply the skills and values they have developed throughout the year. The cornerstones of the Year 9 Program are:

- Servanthood (Philippians 2:1-11)
- Discipleship (John 15:8, Matthew 28:19)
- Character of Christ (Ephesians 5:1)
- Leadership (John 10:1-21, Ephesians 5:1)
- Excellence (Colossians 3:23)

Role	Secondary Teacher Year 9 Program (Humanities, Sport, Health & Physical Education)
FTE Equivalent	This role is offered on a 0.8 to 1.0 FTE basis, with the final appointment fraction determined by the skills and experience of the successful candidate.
Reports to	Principal, Assistant Principal via the Head of 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 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 it can be easily reused or modified in the future.
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	• 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 include the following: yard duty, bus duty, sports days, camps, excursions, and other activities as required by the Board and Leadership Team • Organise extra-curricular activities, such as community 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 specific needs and in consultation with the HoSS, and Education Support Leaders, develop an Individual Learning Program for that student if necessary • Ensure that a duty of care is exercised at all times through active supervision of students. • 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
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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 6.00 a.m. should you be unable 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 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.
- 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 Coordinators & Leaders and Heads of School, with reference to the school's vision and strategic plan
- Seek approval from the Principal or HoSS, 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 responsibility. • 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 the role 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 of Senior School • Year 9 Coordinator • Students 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 ensure 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 has 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.
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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	• Experience leading or participating in outdoor education programs, camps, expeditions, or experiential learning activities is desirable. • Effective communication and relationship-building skills with students, parents, and colleagues. • The physical capacity and resilience to actively participate in outdoor education experiences, including multi-day camps and expeditions. • An understanding of risk management, duty of care, and student wellbeing in both classroom and outdoor settings.
Qualifications (Essential)	• Relevant teaching qualifications and VIT registration • Wilderness First Aid Course ○ Provide First Aid in Remote Locations (SISOFLD004) ○ Coordinate Emergency Responses (SIXEMR002) ○ Asthma (22556VIC) ○ Anaphylaxis (22578VIC) ○ Provide First Aid (HLTAID011) ○ CPR (HLTAID009) • Community Surf Life Saving Certificate ○ Apply surf awareness and self-rescue skills (PUASAR012) ○ Participate in an aquatic rescue operation (PUASAR013) ○ Provide CPR (HLTAID009)
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	• Confident in mentoring and encouraging students as they develop independence, leadership, teamwork, and self-awareness. • Collaborative and community-minded, valuing strong relationships with students, colleagues, and families. • A positive role model who demonstrates integrity, humility, compassion, and servant-hearted leadership. • Enthusiastic about learning beyond the classroom and inspiring students through meaningful outdoor experiences.
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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	• Participate in and supervise extended outdoor activities, including bushwalking, hiking, cycling, camping, and canoeing. • Walk over uneven, steep, rocky, and challenging terrain for prolonged periods while carrying personal equipment and safety gear. • Ride a bicycle for extended distances across varying terrain and weather conditions. • Paddle canoes or similar watercraft for sustained periods and assist students with canoe handling and water-based activities. • Lift, carry, load, unload, and transport equipment, including camping gear, bicycles, canoes, paddles, food supplies, and safety equipment, typically up to 15-20 kg and occasionally above with appropriate assistance. • Set up, dismantle, and maintain campsites, including tents, shelters, cooking equipment, and other outdoor infrastructure. • Respond quickly and effectively to student safety incidents, emergencies, or changes in environmental conditions. • Maintain vigilance and active supervision of students in outdoor and aquatic environments for extended periods. • Work in a range of environmental conditions, including heat, cold, rain, wind, sun exposure, dust, and uneven ground.



	• Demonstrate sufficient strength, mobility, balance, coordination, and endurance to safely participate in all program activities and emergency response procedures. • Undertake basic first aid, rescue, evacuation, and risk management tasks as required.
Cognitive	The role requires the cognitive capacity to plan and deliver effective educational programs, maintain situational awareness, manage competing priorities, assess and mitigate risk, make sound decisions in both routine and emergency situations, communicate effectively with a range of stakeholders, and adapt to changing circumstances in classroom and outdoor learning environments.
Contract and conditions	Employment: Ongoing Commencement: Term 1, 2027 Industrial instrument: Educational Services (Teachers) Award 2020 (above award conditions apply)
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: a. Covenant College Employment Application – Teaching Staff form (found on our website) b. Cover Letter c. Resume Applications close: 9am, Wednesday 16 September 2026
Date	August 2026