

PURPOSE OF POSITION

The teaching staff are responsible for preparing and implementing a comprehensive educational teaching and learning plan according to the College's requirements. Staff of St John's Regional College show a passion for teaching with a proven ability to engage students through relationships established on mutual trust in accordance with the College's Child Protection Policies and Procedures.

The VET Hospitality Teacher is responsible for delivering nationally accredited training and assessment to students enrolled in Vocational Education and Training (VET) Hospitality programs, such as Certificate II or III in Hospitality. The role combines expert knowledge of the hospitality industry with contemporary teaching practices to engage students in practical and theoretical learning, preparing them for work or further study in the hospitality sector.

Teaching staff are appointed by the Principal and are expected to work in partnership with the College Executive Team in developing effective learning and teaching outcomes and connecting with and guiding young people.

REMUNERATION AND KEY RELATIONSHIPS

Remuneration	Teacher Classification based on experience
Reports to	Learning Area Leaders – Food and Hospitality
Key Internal Liaisons	Deputy Principal – Teaching and Learning Deputy Principal – Student Engagement Director of Faith and Mission Year 10-12 Student Engagement Leader Year 7-9 Student Engagement Leader VCE Program Leader Junior Learning Program Leader House leader Learning Area Leader Pathways Leader

SPECIFIC RESPONSIBILITIES

STUDENT ENGAGEMENT

- Strive to help students to understand, accept and appreciate Catholic teaching and values through their teaching and personal example
- Provide students with a child safe environment
- Be familiar and comply with the school's Child Protection Policy and Child Safety Staff Code of Conduct
- Have a sound knowledge of students, how they learn and any factors which may impede their learning
- Structure learning and co-curricular activities to meet the physical, social and intellectual development and characteristics of students
- Apply established and appropriate student behaviour management strategies
- Respect family privacy and treat information with the appropriate level of confidentiality
- Establish relationships with all members of the Community, founded on trust, respect and open communication

- Collaborate with Learning Mentors, Learning Diversity, House Leaders, Student Engagement Team, Junior and VCE Program Leaders in monitoring student progress and wellbeing
- Develop a positive climate that encourages student resilience, an inquiring mind and a shared responsibility for learning
- Use appropriate verbal and non-verbal language when dealing with student concerns
- Demonstrate a sound understanding of the learning and wellbeing educational needs of young people
- Accept and operate within the Catholic, Lasallian and Presentation educational ethos of the College
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work

TEACHING AND LEARNING

- Deliver and assess VET Hospitality qualifications in accordance with the relevant Training Package (e.g., SIT20322 Certificate II in Hospitality).
- Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning abilities that are aligned with current industry practices and regulatory standards.
- Ensure compliance with Registered Training Organisation (RTO) policies, including assessment validation, moderation, and accurate record-keeping.
- Be prompt and prepared for timetabled classes.
- Set and maintain realistic and challenging expectations related to the standards of student performance.
- Use a variety of assessment tasks and tools to monitor student progress and encourage skill development and career readiness.
- Provide timely and comprehensive feedback to promote student achievement and highlight areas for improvement.
- Maintain a realistic, consistent homework program for students and monitor completion.
- Prepare class resources and materials which cater to a range of student abilities.
- Ensure all student records are updated accurately in the College data management systems
- Contribute to the development of course materials for units of work that is compliant with the requirements established by the Victorian Regulations and Qualifications Authority (VRQA), Victorian Curriculum and Assessment Authority (VCAA) and Melbourne Archdiocese Catholic Schools (MACS).
- Demonstrate current knowledge, competence and confidence within their relevant subject disciplines.
- Demonstrate innovative thinking/theory/practice in their learning area.
- Attend all scheduled staff meetings as required.
- Attend all assemblies and liturgies as required.
- Ensure all yard duty responsibilities are met.
- Understand and adhere to the MACS Vision for Instruction and St John's Vision for Learning.
- Participate in official College functions including, Parent Teacher Interviews, Staff Formation Days, Mission Action Day, House Athletics/Aquatics Day and Professional Learning Days.
- Be aware of Acts of Parliament (Copyright Act 1968, Equal Opportunity Act 2010, Commonwealth Privacy Act 1988 etc).
- Ensure College purchasing protocols are followed when ordering resources and materials

PROFESSIONAL RESPONSIBILITIES

Commit to ongoing professional learning and continually strive to improve teaching and learning strategies through

- Maintenance of up to date industry knowledge through PD and industry engagement
- Engage with colleagues and improve practice through the Professional Learning Teams and other activities.
- Share ideas and resources with others in given learning areas.
- Be an active member of a relevant professional association as duties permit.
- Remain abreast of statutory requirements published by the RTO and other regulatory bodies
- Adhere to the Health and Safety policies of the College

COMMUNITY

- Participate in a range of co-curricular activities
- Be available for evening Restaurant Service (onsite)
- Support and be involved in the co-curricular program
- Proactively encourage students to participate in co-curricular activities
- Act as a role model for students participating in co-curricular activities
- Oversee the provision and care of relevant equipment, materials and first aid requirements
- Actively work towards the College strategic plan

OTHER RESPONSIBILITIES

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Multi Enterprise Agreement 2022 and any subsequent amendments and industrial agreements.

This role is subject to ongoing review and may change to suit the requirements of St John's Regional College.

KEY SELECTION CRITERIA

- Certificate IV in Training and Assessment (TAE40116 or equivalent)
- Relevant vocational qualifications in Hospitality
- Current industry experience in the Hospitality Industry
- Valid Working with Children Check and First Aid Certificate
- Capacity to work in the College Restaurant for evening service
- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission.
- Highly developed interpersonal and communication skills including the ability to communicate clearly, personably and effectively with young people, parents and the school community
- Possess a collaborative and flexible approach and ability to work with others towards a common goal
- Excellent organizational and time management skills
- An expectation that regular professional learning is undertaken in order to maintain a high level of awareness of current and best practice