

**Y-CARE (SOUTH EAST QUEENSLAND) INC.
JOB DESCRIPTION**

TEACHER— YMCA VOCATIONAL SCHOOL

POSITION LEVEL	Full-Time
LOCATION	YMCA Vocational School – The Clem Jones Campus
AWARD	Preserved State Teachers' Award
REPORTS TO	The Principal (or other person who may, from time to time, be nominated)
JOB SUMMARY	<i>To contribute to the provision of a quality education experience in the delivery of education in a caring environment</i>

DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Teach students of the school using teaching and learning methods that engage and enable all students to maximise their learning outcomes. 2. Design, develop and implement a quality flexible learning curriculum that demonstrates quality and best teaching practice. 3. Establish cross-curriculum approaches in education to support other staff in the delivery of their subject content. 4. Liaise with other staff, students and parents concerning educational and behavioural problems of students. 5. Participate in all staff meetings, co-operating and sharing expertise, and actively nurturing positive working relationships. 6. Participate in a range of extracurricular activities 7. Communicate with parents / carers on matters of student welfare and progress and prepare student reports in line with school guidelines. 8. Internally maintain and develops positive relationships with other staff and students. 9. Work as part of a team within Y-Care (SEQ) Inc 10. Possess a non-judgemental and caring attitude towards youth. 11. Teach the timetabled program with detailed lesson plans and work programs. 12. Prepare quality and relevant assessment tasks that meet VET outcomes. 13. Identify learning and assessment resources. 14. Address and instruct the appropriate behaviour of all students 15. Inform Reception if absent from school during the school day and organise learning/assessment materials for relief person, including class list. 16. Maintain work environment so as to minimise risk to students, customers and staff and report identifiable risk so that immediate action can be taken. 17. Uphold and promote the policies and mission of the organisation 18. Ensure that personnel within their area of operations understands and maintains the quality system and ensure that procedures and instructions are complied with. 19. Maintain the quality system and report any deviations from the intended system. 20. Comply with all practices in the Quality Manual. 21. Actively pursue professional development opportunities, which enhance classroom practice. 22. Be responsible for Workplace, Health & Safety in the class environment. 23. Be responsible for basic storage and maintenance of all learning resources, tools and equipment for teaching program. 24. Participate in mentoring activities as often as possible to help in keeping youth engaged in positive activities. 25. Maintain confidentiality of issues in relation to staff, parents and students 26. Be aware of and implement the YMCA's Safeguarding Children and Young People Policy 27. Performs miscellaneous job-related duties as assigned by the Principal 28. Participate in own performance appraisal, including self appraisal conducted by the Principal or Representative during and following probationary period and annually. 29. An understanding of the legislation and policies that impact on schooling; 30. Management of resources to achieve goals.
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RELATIONSHIPS	Internally: All staff and students Externally: Parent and carers
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QUALIFICATIONS/ EXPERIENCE	<ol style="list-style-type: none"> 1. Registered teacher or able to obtain 'Permission to Teach'. 2. Possession of a positive notice Blue Card in accordance with the Commission for Children 3. Ability to work with Youth-at-Risk in an educational context. 4. Be able to work with, and give equal access to indigenous and non-indigenous youth. 5. Experience with, and knowledge of, Education Adjustment and the EAP process. 6. Good communication both written and verbal. 7. Demonstrate sound interpersonal skills and ability to manage behaviour of disconnected youth. 8. Possess knowledge, skills and experience to work as a teacher in a responsible way, as identified in the listed duties
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