



## VCE VET HOSPITALITY TEACHER AND FOOD TECHNOLOGY

**Commencing Term 1, 2023**

The Hamilton and Alexandra College is a leading regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future focused academic program that nurtures and develops the growth of the whole child, providing opportunity to pursue and develop passions and to achieve the highest standard of which they are capable of.

Staff at The Hamilton and Alexandra College are a team of highly skilled, specialised and committed teachers and educational support team members. The College is proud of its 150-year history of strong academic accomplishment and every student is known, valued and challenged.

### POSITION

The Hamilton and Alexandra College seeks applicants for a full-time VCE Hospitality and Food Technology Teacher to commence in Term 1, 2023. The primary focus of this position is to teach VCE Vet Hospitality within the School. The successful teacher will also teach food technology to students in Years 7-9.

College has a strong academic program within a broad and balanced curriculum. The Hospitality and Food Technology Program plays a prominent part in our curriculum is offered from Years 6 - 12.

**The successful applicant will be expected to teach at a range of year levels and to be:**

### Teaching Practice

- Preparing daily lesson plans according to curriculum guidelines.
- Understanding, interpreting and using data to inform teaching practice.
- Liaising with our AUSPICE provider, William Angliss Institute, regarding curriculum and assessment requirements.
- Providing a differentiated curriculum to suit the needs of all individual students.
- Providing a stimulating and creative environment in the classroom to promote student learning.
- Maintain records of class attendance and effective recording of student progress.
- Assessing and evaluating student's education progress and abilities; setting and conducting testing.
- Maintaining productive working habits and discipline in the classroom; providing a calm and structured environment.
- Discussing student's progress with parents, guardians, administrators and other professionals as necessary.
- Provide appropriate written and verbal feedback to students in set classes.
- Contributing to end of semester reports to parents.
- Participating in student/parent/teacher interviews at scheduled times across the school year.

---

**WWW.HAMILTONCOLLEGE.VIC.EDU.AU**

- Maintaining open communication with senior staff and parents regarding student progress.
- Attending staff meetings/ faculty meetings, training and development sessions and other events to appropriately implement teaching of individual classes and consistency between classes.
- Assist the school in the provision of an appropriate pastoral care framework for students.

### Professional Development

- Keep up-to-date with curriculum and resource development.
- Maintain VIT Registration and renew annually.
- Maintain adequate technology competencies relevant to teaching.
- Participate in the College professional development programs and attend appropriate seminars and courses.
- Be committed to improvement of student progress through understanding and analysis of data.

### Managing Self and Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.
- To participate fully in all aspects of staff review and appraisal.

### Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the College values.
- Participate in meetings in an active and constructive manner.

### Working Relationships

Reporting directly to: Deputy Principal Teaching and Learning

- Internal Relationships: This position will work with the Head of Creative Arts, and liaises with internal staff across all levels and external providers as required in a highly professional manner.
- External Relationships: External stakeholders including parents, guardians, administrators and other professionals and local community.

### Key selection Criteria

- Current Victorian Institute of Teaching Registration.
- Current Certificate IV in Training and Assessment.
- Current Certificate II or higher in Hospitality preferred.



### Demonstrated Skills and Experience

- Demonstrated teaching experience to a high level.
- Demonstrated relevant experience and understanding of VET curriculum.
- Demonstrated relevant industry experience and knowledge.
- Excellent interpersonal and communication skills.
- Proven ability to build and maintain positive relationships with members of a community including staff, parents and students.
- Effective planning and organisational skills including time management.
- Collaborative team member.
- Proven competency with use of technology in a learning environment in implementing curriculum.
- Acts professionally and maintains appropriate confidentiality.

A high level of understanding of effective teaching and learning including catering to different learning styles is beneficial.

### A SAFE AND SUPPORTIVE WORKING ENVIRONMENT

All staff at The Hamilton and Alexandra College are expected to be a mentor in the College's student wellbeing program and to be involved the school's co-curricular program.

A staff mentor is provided to all newly appointed teachers at the College. Leadership and coaching opportunities exist for qualified applicants.

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.

### APPLICATIONS

Applications must include curriculum vitae and day and after-hours contact details of three professional referees.

**Address applications to:** Principal

**Email:** [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au)

**Due date:** Wednesday 30 November, 2022.

**\*\*Earlier applications are welcomed.\*\***