



Junior School Classroom Teacher

POSITION DESCRIPTION

POSITION:	Junior School Classroom Teacher
AWARD / AGREEMENT:	Girton Grammar Enterprise Agreement 2022 Educational Services (Teachers) Award 2020
REPORTS TO:	Head of Junior School
EMPLOYMENT TYPE:	Full-time/Part-time, Ongoing and Fixed-term positions available
SALARY:	In line with experience

PURPOSE OF POSITION



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- Work in collaboration with Junior School Teaching staff to facilitate planning of educational programs,
- Undertake classroom pastoral care responsibilities according to their full time or part time status,

Administration

- Reports and records are maintained in accordance with legislative and School requirements,
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Discernment and critical awareness are vital in a world where information is prolific but needs to be tested. Within this context, students will acquire the habits of mind necessary to support their academic growth and success.

- Teachers at Girton Grammar school are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.
- Teachers are at all times responsible to the Principal for duties relating to effective teaching, student wellbeing and other duties.
- Teachers are expected to support the School's aims, policies, procedures and philosophy.

TEACHING AND LEARNING

Girton Grammar School's [Statement of Effective Student Learning](#) articulates the role teachers are expected to play in the education of its students. All teachers are required to undertake an annual review process to maintain their standards at the Proficient Teacher Level as determined by VIT and are expected to employ a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process.

STUDENT WELLBEING

Girton Grammar School's [Supporting Student Wellbeing document](#) outlines the role teachers are expected to play in the care and nurturing of each student.

DUTIES OUTSIDE SCHOOL HOURS

- Participate in the School's Co-Curriculum program, approximately 2 hours per week for a full-time staff member.
- Attend School staff meetings, departmental meetings and other meetings, as scheduled.
- Be available for, and participate in, Parent/Teacher interviews.
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- Participation in House and Sporting events.

MISSION AND VALUES

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

STUDENT WELLBEING

Girton Grammar School's Supporting Student Wellbeing outlines the role teachers are expected to play in the care and nurturing of each student.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, and children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child-safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the school's Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution-orientated manner with a Manager or the OHS Committee.
- Immediately report any Notifiable Incident or any identified health and safety matter via the appropriate channels.

ADDITIONAL INFORMATION.

Appointment of successful applicants will be made subject to a satisfactory pre-employment check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

