



POSITION DESCRIPTION

Position: Teacher – Secondary School
Reporting to: Head of Department / Deputy Principal – Dean of Studies
Department: Secondary School

Primary Purpose

The role of Teacher at Yarra Valley Grammar is accountable for student welfare, recognition of individual students' learning styles, delivery of curriculum and contributions to its development, assessment and reporting, communications with parents and the positive promotion of the School.

Position in Context

The teacher is directly responsible to the relevant Head of Department in which he/she is allocated. The Head of Department in turn reports to the Deputy Principal – Dean of Studies and is ultimately responsible to the Principal. The Principal is accountable to the School's Board of Directors for the management and operations of the School consistent with educational objectives, plans and policies approved by the Board.

Freedom to Act / Autonomy

The Teacher is responsible for his/her students' classroom learning and student issues, and is required to exercise judgement in recommending to the appropriate Head of Department an appropriate and effective process for dealing with any serious issues including learning difficulties.

Major Activities

1. Teaching practice
2. Pastoral care
3. Students
4. Parents
5. Curriculum
6. Supporting the School vision and ethos
7. General administration
8. Promotion and publicity
9. Special events
10. Professional development
11. General

Specific Duties and Responsibilities

Effectively and efficiently:

1. Teaching Practice

- Have a sound and current knowledge of the subject areas
- Have the ability to teach VCE
- Apply curriculum knowledge and teaching methods which facilitate successful student learning
- Provide an organised, balanced and challenging program which is relevant to the needs of the students and consistent with the aims and objectives of the School and the Department
- Use a range of effective teaching methods, taking into account each individual student's learning style

- Encourage students to achieve their personal best
- Foster independent learning
- Foster co-operative and collaborative learning
- Demonstrate essential teaching skills which include exposition, questioning, discussion, giving instructions and explanations
- Strive to ensure participation of all students in the learning process
- Establish structures and processes to achieve a productive and positive learning environment for all students
- Regularly assess and provide feedback on students' work
- Employ appropriate behaviour management strategies which ensure a safe, orderly and success – orientated learning environment
- Foster and develop positive relationships between and with students
- Regularly monitor, review and respond to the effectiveness of the learning program

2. Pastoral Care

- Contribute to the development and maintenance of a safe and supportive environment for all members of the School
- Ensure that the school environment is free from hazards and that any issues relevant to safety are reported upon
- Respond to the needs, rights and contributions of all students and strive to ensure that expectations of students' abilities and potential are not limited by beliefs based on stereotypes and prejudices
- Take action to eliminate discrimination and harassment between and among students
- Be an effective role model for students
- Communicate and interact positively and effectively with parents/care givers and colleagues

3. Students

- Attend regular 'School' meetings as required by the School which provide the opportunity to discuss students
- Refer students with special needs to the Teacher in Charge of Special Assistance and/or the Student Counsellor
- Inform parents immediately of students not completing work and of any student welfare issues
- Supervise students who are behind with work requirements
- Discuss with students school expectations of them and of their behaviour and address students who consistently don't meet these expectations
- Arrange opportunities to encourage student achievement and commend and recognise students who have performed well
- Attend tutorial activities
- Identify and investigate any student concerns
- Refer serious discipline matters to the Year Level Co-ordinator
- Attend student functions appropriate to level
- Monitor student arrival times to classes
- Monitor students' uniform and appearance
- Attend Camps as required by the School at year level

4. Parents

- Attend relevant parent / teacher evenings
- Conduct parent interviews on request and when required
- Assist with appropriate parent / student curriculum evenings
- Handle parent enquiries and concerns / complaints
- Conduct interviews to discuss any student concerns
- Attend parent functions relevant to year level and 'whole School'
- Monitor and encourage use of diary for communication purposes between parent and School

5. Curriculum

- Monitor current curriculum and continue to be aware of current trends in education
- Explore innovative curriculum additions and / or changes
- Assist with the preparation and presentation of School curriculum documentation as required
- Continue to update knowledge on particular subject areas

6. Supporting School Vision and Ethos

- Adhere to School policy and procedures
- Adhere to and promote the School aims
- Be sympathetic to the Anglican ethos of the School

7. General Administration

- Plan at all times for classes
- Maintain accurate student absentee records
- Maintain conduct card and homework card as required
- Document reports and non submission of work etc;
- Provide meaningful reports on student progress for parents and care givers
- Assist with examination arrangements, both internal and external, as required
- Maintain accurate and comprehensive records of student achievement and performance
- Check classrooms and other facilities used by students for safety and appropriate presentation, and report any potential hazards to the Head of Department
- Distribute materials to students, parents and colleagues as required
- Contribute items for various Schools' 'Valley Voice' and 'The Link'
- Read notices and complete relevant forms on time

8. Promotion and Publicity

- Attend special events as required by the School
- Assist and be actively involved with Open Mornings / Tour Opportunities as required
- Write promotional materials as appropriate
- Speak at both internal and external School events as required

9. Special Events

- Attend School's Information Fair or Open Days as required
- Attend all Music events/concerts with relevant class input
- Attend allocated Schools Assemblies, Presentation nights etc;
- Attend all relevant Parents' Nights
- Attend where possible, other events in which your students are participating
- Attend camps as required

10. Professional Development

- Maintain a sound and up to date knowledge of curriculum area in which you teach
- Contribute to the professional development of other staff
- Strive to improve skills and performance
- Actively participate in the Performance Evaluation process

11. General

- Undertake Yard Duty or its equivalent as allocated
- Comply with all occupational health and safety instructions, policies and procedures

- Be familiar with emergency and evacuation procedures and comply with instructions given during an emergency response
- Report hazards / incidents to manager / supervisor and take action to avoid, eliminate or minimise hazards
- Attend scheduled meetings
- Contribute to the Co-curricular or Convenorship program - involvement in the Saturday sport program is an option but not required
- Seek information or advice where necessary before carrying out new or unfamiliar work
- Check tidiness of grounds
- Other duties as directed by Head of Department, Head of School, Deputy Principals or Principal

Direct Reports

Nil

Contacts

<u>Internal</u>	<u>External</u>
Principal	Parents
Deputy Principals	Regulatory bodies
Head of Department	Other educational institutions
Heads of Schools	Educational associations
Chief of Staff	
Year level Co-ordinators	
Staff	
Students	

Competencies Required

- Knowledge of curriculum
- Documentation of curriculum
- Effective teaching practice
- Effective pastoral care
- Efficient administration including records
- Attention to detail
- Effective in performing duties
- Engaged in professional development

Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse