YARRA VALLEY
GRAMMAR

POSITION DESCRIPTION

Teacher – Junior 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 works on a day to day basis with the Head of Junior School. More broadly the teacher reports to the Deputy Principal – 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 their 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

To effectively and efficiently:

1. **Teaching Practice**
   - Have a sound and current knowledge of the English, Mathematics, Integrated Studies (including Science and History) as well as the Digital Technologies subject area(s)
   - 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
   - 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 Learning Support and/or Counselling Services
   - Inform parents immediately of students not completing work and of any student welfare issues
   - Implement appropriate strategies for 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 recognize students who have performed well
   - Identify and investigate any student concerns
   - Refer serious discipline matters to the Junior / Senior Primary Coordinator
   - Attend student functions appropriate to level
   - Monitor students' uniform and appearance
   - Attend Camps as required by the School at relevant year levels

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 Home Message Book / Planner 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
- Maintain curriculum documentation according to the Schools' expectations

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 and for each child's individual needs within the class
- Maintain accurate student absentee records
- Provide meaningful reports on student progress for parents and care givers
- Maintain accurate and comprehensive records of student achievement and performance
- Check classrooms and other facilities used by students for safety and appropriate presentation
- Distribute materials to students, parents and colleagues as required
- Contribute items for various School publications
- Read notices and complete relevant forms on time
- Access emails at least three times a day to ensure memos are received

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 the School's Open Days as required
- Attend all Music events/concerts with relevant class input
- Attend allocated Schools Assemblies, Presentation nights, etc
- Attend relevant Parents' Nights as required
- 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

- Check tidiness of grounds
- Undertake Yard Duty or its equivalent
- Attend scheduled meetings
- Undertake Co-curricular or Convenorship responsibility
- Other duties as directed by Curriculum or level Leader, Head of School or Principal

Direct Reports

Nil

Contacts

Internal	External
Principal	Parents
Deputy Principal – Students	Regulatory Bodies
Deputy Principal – Studies	Other educational institutions
Head of Junior School	Educational associations
Primary Level Coordinators	
Staff	
Students	

Competencies Required

- Knowledge of curriculum and differentiation for varying abilities of children
- 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. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.