



## POSITION DESCRIPTION

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<b>POSITION:</b>	<b>Junior School Classroom Teacher</b>
<b>KEY RELATIONSHIPS:</b>	This position reports to the Head of Junior School. All positions at the School ultimately report to the Principal.
<b>POSITION STATUS:</b>	Full-time (1.0 FTE), 12 month parental leave replacement Fixed term role for the 2023 academic year, to commence Term 1, 2023
<b>PRIMARY FOCUS:</b>	CGGS teachers demonstrate a passion for teaching with excellent interpersonal and communication skills. All teachers must be enthusiastic and energetic with an excellent understanding of current practice, and highly effective time management skills. A strong working knowledge of the Australian Curriculum is essential.
<b>DOCUMENT DATE:</b>	September 2022

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### CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

#### ***Our Vision***

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

#### ***Our Mission***

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

#### ***Our Values***

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

#### ***Our Key Areas of Focus***

- Learning Designed for All
- Our Community
- Our Expert Workforce

#### ***Our Motto***

'Utilis in Ministerium' (Useful in Service)

### CHILD SAFETY COMMITMENT

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

### STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order 1359 – Implementing the Child Safe Standards – “Managing the risk of child abuse in schools and school boarding premises”. The CGGS Child Safety Commitment is incorporated into the School’s employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy being read, understood and adhered to.



### CHILD SAFETY EXPECTATIONS

Classroom Teachers must ensure that a child safe working environment is provided at all times. Every interaction that the Classroom Teacher has with a CGGS student must be conducted with child safe standards in mind, having an understanding of the CGGS child safe policies and procedures. This specifically relates to all student interactions in the office, classroom, outdoors, other School buildings, excursions, events, camps and parent involvement activities.

### THE ROLE

The position is a Classroom teaching role within the Junior School. The fundamental role of the teacher is to develop and implement the Australian Curriculum consistent with the School's philosophy, policies and practice. It is expected that CGGS teachers will respect and support the School's ethos, values, policies, and procedures while working with loyalty and commitment to the School.

### KEY INTERNAL CONNECTIONS

#### Reporting directly to:

- Head of Junior School

#### Associated Relationships:

- Principal
- Deputy Head of Junior School
- Junior & Senior School Staff
- Professional Services Team
- School Nurse
- Chaplain

### KEY DUTIES & RESPONSIBILITIES

#### 1. Teaching

- Plan an educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student
- Conduct lessons that address student individual differences and are thoroughly prepared, designed and differentiated to engage and challenge students
- Create flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and discover
- Adopt a teaching practice that reflects innovation and creativity in design and implementation.
- Familiarity with the Hochman method for explicit writing instruction
- Work actively within a team environment when planning and implementing all classroom programs in the Junior School
- Excellence in the use of digital technologies for teaching & learning
- Work collaboratively with all staff and in a year level team



## 2. Curriculum and Resource Development

- Participate in the design, development and evaluation of curriculum documents
- Deliver the CGGS curriculum that is age-appropriate across all year levels and meets the Australian Curriculum requirements
- Utilise innovative technology resources across all curriculum areas in the Junior School
- Contribute actively to the development of curriculum, teaching and assessment materials and to keep-up-to-date with all curriculum and resource developments

## 3. Student Wellbeing

- Care for the students in their class in a way that reflects the CGGS vision and values
- Be sensitive to students experiencing personal, social and/or organisational issues
- Implement strategies for getting to know, and follow the progress of, each student in class
- Work actively with colleagues and parents concerning wellbeing
- Consult with the Deputy Head of Junior School and the Head of Junior School as necessary

## 4. Professional Development

- Participate regularly in professional development activities and the process of professional staff review
- Prepare and implement an annual professional development plan in accordance with school priorities and individual learning needs
- Attend appropriate seminars, workshops and courses in consultation with the Head of Junior School

## 5. General Administration and other activities

- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Day, excursions, assemblies and services,
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
- Supervise student teachers as required
- Mentoring staff members as required

## 6. Other duties as appropriate to the position

- Attend staff meetings as scheduled each term
- Duties and responsibilities as per the CGGS Staff Handbook

## KEY PERSONAL ATTRIBUTES

- A love of teaching and a passion for education
- A strong interest in working with children
- High level interpersonal skills and proven ability to work collaboratively in a team
- Excellent technical competence and skills
- Positive and flexible attitude
- Enthusiasm and energy
- Self-motivation
- Commitment to achieving best practice
- The ability to be discreet and maintain confidentiality
- Well-developed skills of time management and organisation



## QUALIFICATIONS

**Essential Criteria:** Tertiary degree in Education  
Upper Primary teaching experience  
First Aid qualification (Level 2) and current CPR qualification  
Anaphylaxis Awareness qualification in line with Ministerial Order No. 706  
Current VIT Registration  
Child Safe Standards policy commitment and signed acceptance  
Disability Standards for Education qualifications

**Desirable Criteria:** Post graduate qualification/s

## PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required
- Fully vaccinated (boosted) against COVID-19

## OTHER INFORMATION

### **Expressions of Interest**

All applications should be sent via email to:

Erin Colwell/Fiona Lear  
Director of Human Resources  
[employment@cggs.vic.edu.au](mailto:employment@cggs.vic.edu.au)

### **Closing Date:**

**Applications close Friday 23 September 2022 at 5:00PM**

*N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs of the School.*