



## POSITION DESCRIPTION

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<b>POSITION:</b>	<b>Junior School Literacy &amp; Numeracy 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>	Part-time (0.6FTE over 4 or 5 days), 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 (particularly in Literacy and Numeracy), 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.

#### **Senior School / Administration**

2 Torrington Street  
Canterbury VIC 3126  
T +61 3 9813 1166

#### **Junior School / Ormiston**

4 Mont Albert Road  
Canterbury VIC 3126  
T +61 3 9813 1965

camgram@cggs.vic.edu.au  
**cggs.vic.edu.au**

ABN 79 004 166 349 CRICOS 00141J



### CHILD SAFETY EXPECTATIONS

Literacy & Numeracy Teachers must ensure that a child safe working environment is provided at all times. Every interaction that the Junior School Literacy & Numeracy 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 Literacy & Numeracy teaching role within the Junior School. The fundamental role of the Literacy & Numeracy 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. Planning, Preparation and Teaching of Programs

- Initiate and plan an educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student. Attend and contribute to all weekly planning sessions that have been timetabled by the Deputy Head of Junior School. It is expected that the Literacy and Numeracy Teacher to lead the planning in Literacy and Numeracy.
- Conduct Literacy and Numeracy lessons that recognise student individual differences, that are thoroughly planned and prepared, and differentiated to engage and challenge students based on their ability. For example, the implementation of short one-to-one sessions to support specific students.
- Initiate and adapt evidence-based teaching practice that reflects an explicit approach to the teaching of Literacy and Numeracy.
- Each semester, actively contribute to the writing of student reports. For example, writing the Literacy and Numeracy goals for each student within a class, and actively contributing to teacher comments in these two important areas.
- Create a flexible learning environment that supports learning and encourages students to engage, reflect, experiment, and discover.
- Work collaboratively within a team environment when planning and implementing all classroom programs in the Junior School. All planning requirements from week-to-week to be completed in collaboration with the Classroom Teacher and placed in the correct planning folder (dates and days to be agreed upon with the classroom teacher) for that year level. This is very important when a teacher is absent.
- Take a leadership role in the assessment cycle of Literacy and Numeracy throughout the year. Record notes of student assessment tasks and keep daily observations of students when completing Literacy and Numeracy activities.
- On Seesaw, work closely with the classroom teacher to lead, plan and implement continuous reporting tasks that reflects student learning in Literacy and Numeracy in Semester One and Two.
- Utilise innovative technology resources across all curriculum areas in the Junior School.



## 2. Curriculum, Resource Development and Professional Learning

- Actively participate in the design, development, and evaluation of curriculum documents in Literacy and Numeracy
- If possible, be familiar with the Little Learners Love Literacy or Sounds Write programs, as well as familiarity with the Hochman method for explicit writing instruction
- Deliver the CGGS curriculum that is age-appropriate across all year levels and meets the Australian Curriculum requirements
- Contribute actively to the development of curriculum, teaching and assessment materials and to keep-up-to-date with all curriculum and resource developments, particularly in Literacy and Numeracy.

## 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 (Classroom Teachers) and parents concerning the wellbeing of students.
- Consult with the Deputy Head of Junior School and the Head of Junior School as necessary.

## 4. Professional Learning

- 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.
- On a regular basis, initiate and complete professional learning courses and workshops in Literacy and Numeracy that ensures the Literacy and Numeracy Teacher is at the cutting-edge of these curriculum areas.
- 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 and briefings as scheduled each term
- All other duties and responsibilities as set out in 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  
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.*