



## MENTONE GIRLS' GRAMMAR SCHOOL POSITION DESCRIPTION

<b>Position:</b>	<b>Primary Teacher</b>
<b>Reporting to:</b>	<b>Head of Junior School</b>
<b>Date:</b>	<b>January, 2009</b>

### **Primary Purpose**

At Mentone Girls' Grammar School the Primary Teacher is expected to exhibit the highest standards of professional practice. We seek educators who:

- have a genuine interest in the welfare, development and education of every child
- have an understanding of how girls' learn
- a belief in the potential of every child to become a well-adjusted, contributing and compassionate member of the community
- are committed to their own professional and personal development
- create an attractive and positive learning environment, actively engage children in the learning process and use a variety of teaching strategies to cater for learning styles and mixed abilities
- will be fully supportive of the School's vision and ethos
- will be in sympathy with the values of Christian religion

### **Position in Context**

Mentone Girls' Grammar School is a Kindergarten to Year 12 School set on a single campus dedicated to **excellence in the education of girls**. Excellence includes, but reaches well beyond, superb preparation for **tertiary studies**. The true mission of the School is preparing students to aspire to **excellence**, to **make a difference** and to **rise boldly** to the challenges of their times.

Mentone Girls' Grammar School also embraces **broader aspirations** as well: to continue to stand out among the country's **leading schools**, to be appreciated as an active contributor in the **local community** and to support the **wellbeing, achievement, positive values, enterprising nature and success of women** in our society.

## **Major Activities**

The classroom teacher is responsible for the pastoral and academic progress of each individual student in their care. Teachers appointed to the Junior School will be required to apply curriculum knowledge and effective teaching methods which facilitate successful student learning.

## **Major Duties and Responsibilities**

1. Demonstrate essential teaching skills which include inquiry, exposition, questioning, discussion, giving instructions and explanation.
2. Strive to ensure participation of all students in the learning and reflective process.
3. Create a productive and positive learning environment which stimulates learning and promotes excellence.
4. Actively participate in and contribute to camps, excursions, inter-House and inter-school sport, curriculum development, staff meetings, Education Support Group Meetings, and any other extra and co-curricular activity which forms a part of the School's program as a provider of education.
5. Work beyond the conclusion of the teaching day (current 3.35 pm) and attend meetings, and evening functions such as Parent/Teacher Interviews, Parent Information Evenings, Speech Nights, Concerts, etc.
6. Work as a member of a team.
7. Junior School teachers are responsible, in the first instance, to the Head of Junior School, and ultimately the Principal.
8. Follow the curriculum documentation and develop and review curriculum in cooperation with fellow teachers.
9. To keep abreast of current curriculum initiatives within the International Baccalaureate Primary Years Program and Inquiry Learning.
10. Plan and assess units of inquiry in accordance with the PYP structure.
11. Liaise with specialist staff regarding Units of Inquiry and the progress and needs of each child.
12. Liaise with the Performance Enhancement teacher and Junior School counselor to ensure individual needs are catered for.

Mentone Girls' Grammar School provides an outstanding environment for learning and teaching. The School achieves the highest standards in literacy and numeracy and, in the Senior School, VCE results. All of this, however, is carried out in an environment that is loving, respectful, supportive and encouraging. The School seeks teachers who are able to contribute to a learning environment that places the highest value on tolerance and human kindness.

## **Key Contacts**

### **Internal**

Year Level Co-ordinator

Head of Junior School

Vice Principal (Teaching, Learning & Innovation)

Vice Principal (Pastoral Care & Administration)

Director of Curriculum Services

Teaching Staff

Students

### **External**

Parents, Guardians

## **Competencies and Experience Required**

### **1. Professional Knowledge**

- 1.1. The person will listen actively and give appropriate responses to children and parents, demonstrate good interpersonal and negotiation skills, use developmentally appropriate management strategies, encourage co-operation between the children, motivate the children effectively, listen and respond to children's questions and answers and support problem solving and independent thinking in children.

### **2. Knowledge of learning and teaching**

- 2.1. Has a detailed knowledge of current educational pedagogy

### **3. Knowledge of Curriculum**

- 3.1. Mentone Girls' Grammar School is committed to the introduction of the International Baccalaureate Primary Years Progra (PYP). This position will be of particular interest to teachers who have a genuine interest in innovation in primary education. Whilst knowledge of the PYP would be an advantage this is by no means a prerequisite as the successful candidate will receive extensive professional development in this area.

## **Qualifications**

The successful candidate will also need to have:

- Qualifications to teach any class ranging from Prep to Year 8
- VIT Registration
- Sound Communication skills

## **Terms and Conditions**

This position is a twelve month Maternity Leave replacement position during school term time

## **Commencement Date**

January, 2009

## **Key Performance Objectives**

Key Performance indicators will be established through discussion with the Head of Junior School in the context of the Staff Performance Compact.