

MENTONE GIRLS' GRAMMAR SCHOOL

POSITION DESCRIPTION*

Position:	Senior School Teacher (Yr 7 – 12)
Reporting to:	Head of Department, Head of Year
Department:	Senior School
Date:	October 2009

Primary Purpose

All teachers at Mentone Girls' Grammar School are employed to provide the best possible education for each student in line with the School's Mission and priorities.

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 (WAVES priorities).

Every teacher contributes to the motivation, engagement and success, academic and otherwise, of students they teach in scheduled classes as well as those they supervise and work with during co-curricular activities.

Freedom to Act/Autonomy

In the context of teaching classes, teachers are free to make decisions about the organisation and delivery of lessons. To ensure effective teaching and the wellbeing of all students on a daily basis, teachers are responsible to the Head of Department(s) for their teaching subjects and the Heads of Year for all year levels they teach. They may discuss issues of concern with either Vice Principal as required. Ultimately, every teacher is, at all times, responsible to the Principal.

Major Duties and Responsibilities

I. Teaching Practice

To teach classes as required, and to:

- a) Conduct lessons which are thoroughly prepared, incorporate appropriate resources and designed to engage all students in learning.
- b) Be passionate about their subjects and about teaching, bringing a range of academic expertise and life experiences to their classrooms.
- c) Deliver holistic, student-centred learning with choice, opportunity and celebration of achievement.
- d) Maintain a positive environment in the classroom which is respectful of all present and fosters student learning;

- e) Implement teaching strategies that cater for different learning styles and ability levels, with an understanding of the emotional development and particular needs of girls.
- f) Maintain accurate records of student attendance;
- g) Maintain accurate records of the teaching and learning program and of student assessments;
- h) Provide prompt and regular feedback to students on their progress within the subject(s) taught;
- i) Monitor and report on student progress and report any matters of concern in accordance with school procedures;
- j) Take responsibility for dealing with disciplinary matters and report any matters of serious concern.
- k) Be prepared to teach a specialist subject in the Junior School if requested to do so, applying the same level of importance to these classes as any other class in the teaching load.

1. Student Wellbeing

- a) Undertake pastoral care sessions and student welfare duties, being sensitive to students experiencing personal, social, or organizational problems and liaise with relevant colleagues.
- b) Monitor and report on students' well being in accordance with school procedures.
- c) Liaise with parents in relation to student issues as required.

2. Professional Learning

- a) Annually prepare a professional learning plan in accordance with school priorities and individual learning needs.
- b) Actively participate in professional learning activities on an ongoing basis in order to keep up to date professionally.
- c) Engage in Teacher Appraisal processes in accordance with school procedures and timelines.

3. Faculty and Departmental responsibilities

- a) Contribute to the development of curriculum, documentation, teaching and assessment materials, including electronic materials within the subject(s) taught.
- b) Attend and contribute to subject team, faculty, pastoral and staff meetings.

4. Co-curricular activities

- c) Participate in co-curricular activities, including attendance at Camps and other events as required.

5. General, administrative and other activities

- a) Consult with Vice Principals, Heads of Department and Heads of Year, Directors of Curriculum Services and Student Wellbeing Services as necessary;
- b) Undertake rostered supervisory duties outside the classroom and exercise responsibility for the welfare of students;
- c) Support a range of school events and activities as required.

- d) Be familiar with all School Policies, relating to work place as well as education, as outlined in the Staff Handbook and posted on the School Intranet.
- e) Maintain a safe and healthy environment and report any hazards in accordance with school procedures.
- f) Complete academic reports for all students taught in accordance with MGGS Reporting guidelines and timeframes and attend all Parent /Teacher/ Student nights.
- g) Comply with any requirements and deadlines imposed by VCAA, ACARA in relation to course delivery, assessment and reporting for VCE and/or other testing regimes, state or national.
- h) Complete training courses as required by legislation or school policy, for example anaphylaxis and first aid training
- i) Operate within the school's Staff Code of Conduct and support the School, its mission and values and strategic priorities.

5. Other Duties

- a) Work flexibly and as a team in the pursuit of the School's Mission.
- b) Promote the benefits of a Mentone Girls' Grammar School education and, where appropriate, be involved in the securing of enrolments.
- a) As specified by the Principal.

Key Contacts

Internal

Students
 All Staff (Teaching and non teaching)
 Heads of Departments & Heads of Year

External

Current parents
 Subject and other professional associations
 Prospective parents and students
 Past students (Alumnae)

Competencies and Experience required

- An understanding the social and developmental needs of girls in a K-12 setting.
- Committed to a high performance academic environment.
- Committed to student welfare.
- Ability to use interactive technologies, web and electronic media, in the classroom and for administrative and other matters.
- Organised and flexible, with the ability to prioritise workload, manage multiple tasks and be proactive.
- Effective in the delivery of teaching and learning programs and practices that demonstrate appropriate curriculum knowledge.
- Effective interpersonal skills.
- Committed to co-curricular activities.

Communication and Values

- Highly developed interpersonal and communication skills (face-to-face, phone, email, written) together with exemplary personal values and qualities, and the ability to relate positively with all sections of the school community
- Enthusiastic, dynamic and positive, with a personable and professional image.
- Openness to personal learning and willingness to develop leadership skills and, in general, seek continuous improvement.
- Committed to supporting the wider co-curricular programs of the School
- Committed to the Wellbeing, Achievement, positive Values, Enterprising nature and Success of students and staff at MGGGS (WAVES priorities).

Qualifications

- Current Full VIT Registration
- Appropriate tertiary qualifications

Terms and Conditions of Appointment

- Teachers are covered by the Mentone Girls' Grammar School Collective Agreement.

* The **Position Description** should not be seen as limiting and is open to review, by negotiation, by either party.

