POSITION DESCRIPTION

Position: Teacher – Secondary School
Reporting to: Head of Department / Relevant Head of School
Department: Secondary 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 is directly responsible to the relevant Head of Department in which he/she is allocated. The Head of Department in turn reports to the Curriculum Coordinator 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 his/her 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

1. Teaching Practice
   - Have a sound and current knowledge of the subject areas
   - The ability to teach VCE
   - Apply curriculum knowledge and teaching methods which facilitate successful student learning
   - Provide an organized, 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
Ensure that the school environment is free from hazards and that any issues relevant to safety are reported upon
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 the Teacher in Charge of Special Assistance and/or the Student Counsellor
Inform parents immediately of students not completing work and of any student welfare issues
Supervise 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
Attend tutorial activities
Identify and investigate any student concerns
Refer serious discipline matters to the Year Level Coordinator
Attend student functions appropriate to level
Monitor student arrival times to classes
Monitor students’ uniform and appearance
Attend Camps as required by the School at year level

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 Diary 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

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
   - Maintain accurate student absentee records
   - Maintain conduct card and homework card as required
   - Document reports and non submission of work etc;
   - Provide meaningful reports on student progress for parents and care givers
   - Assist with examination arrangements, both internal and external, as required
   - Maintain accurate and comprehensive records of student achievement and performance
   - Check classrooms and other facilities used by students for safety and appropriate presentation, and report any potential hazards to the Head of Department
   - Distribute materials to students, parents and colleagues as required
   - Contribute items for various Schools’ “Valley Voice” and “The Link”
   - Read notices and complete relevant forms on time

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 School’s Information Fair or Open Days as required
   - Attend all Music events/concerts with relevant class input
   - Attend allocated Schools Assemblies, Presentation nights etc;
   - Attend all relevant Parents’ Nights
   - Attend where possible, other events in which your students are participating
   - Attend/Coach allocated extra curricular activity
   - 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
    - Comply with all occupational health and safety instructions, policies and procedures
• Report hazards/incidents to manager/supervisor and take action to avoid, eliminate or minimise hazards
• Seek information or advice where necessary before carrying out new or unfamiliar work
• Be familiar with emergency and evacuation procedures and comply with instructions given during an emergency response
• Attend scheduled meetings
• Other duties as directed by Head of Department, Head of School or Principal

Direct reports
Nil

Contacts

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Competencies Required

Knowledge of curriculum
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 organization and has zero tolerance for child abuse