



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Primary Teacher

Reporting to
The Headmaster, through the Head of Grimwade House

Context of the Role

Grimwade House, the coeducational primary school of Melbourne Grammar, centers around the historic 'Harleston' building in Caulfield 12 kilometers from the city. The campus has 680 girls and boys and a teaching staff of around 60.

Grimwade House is a caring and engaging learning environment, which values the individual needs and attributes of each child. The School is divided into three well-resourced sections: Junior Primary, consisting of Prep to Year 2, Middle Primary, Year 3 and Year 4, and Upper Primary, composed of Year 5 and Year 6. Each section is supported by a Head of Section and Year Level Leader. In addition to an extensive classroom program there are a number of specialist programs that work together to provide a holistic educational experience for students.

The role of the classroom teacher is to facilitate and support student learning, across all domains including social and emotional, academic, physical and spiritual, with the goal to maximise the individual growth of students in a challenging and supportive environment.

Key Internal Contacts

Head of Grimwade House	Deputy Head - Administration & Pastoral Care
Head of Teaching & Learning	Head of Section
Coordinator of relevant co-curricular activity	Chaplain

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Teaching

- Ensure that the caring, supportive and vibrant environment in which the children grow and learn is maintained and further developed
- Develop and maintain relationships and open communication with parents, colleagues and students
- Prepare and teach a comprehensive curriculum for the year level allocated
- Assist with curriculum development in collaboration with colleagues
- Utilise appropriate conditions for learning
- Assess and differentiate learning for the needs of individual students
- Deliver the curriculum using a technology-rich, integrated, inquiry-based approach
- Maintain thorough records for each child including assessment data and meetings
- Write reports at the end of each semester
- Be regularly involved in professional development activities to ensure his/her teaching expertise is at the leading edge of developments in education
- Participate actively in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities
- Actively support the directions, goals and values of the School
- Participate and contribute to meetings, as required
- Perform other duties as appropriate to the position and assigned by key members of staff.



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MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Knowledge, Skills and Qualifications

- Enthusiasm for and commitment to teaching students from Prep to Year 6
- Flexible and dynamic approach to teaching and learning
- Ability to adapt to new and changing situations
- Effective communication skills with students, staff and parents
- Demonstrate experience in student-centered learning
- Commitment to inquiry-based learning
- Ability to use formative assessment as a means of improving student learning
- Willingness and ability to contribute to co-curricular activities
- Well-developed time management and organisational skills
- Ability to utilise Information Communication Technology as a vital part of the learning process
- VIT registration, or the ability to gain VIT registration, is essential.
- Knowledge of Disability Act and its implications for schools

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.