



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Teacher of Health and Physical Education

Reporting to

The Headmaster, through the Head of Wadhurst

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

Wadhurst is Melbourne Grammar School's purpose-built middle school learning community for boys in Years 7 and 8. Wadhurst specialises in educating 12 to 14 year olds by addressing the transition from childhood to adolescence. The School is located at our South Yarra campus and is attended by approximately 340 boarders and day boys.

Purpose of the Role

The Teacher of Health and Physical Education is primarily responsible for directing the work of students to promote learning in Physical Education and Health, whilst maximising their individual growth in a challenging and caring environment. This position works collaboratively with other members of the Faculties/Departments to develop the Physical Education and Health programmes within the framework of the aims and strategic goals of Melbourne Grammar School.

Key Internal Contacts

Head of Wadhurst	Deputy Head of Wadhurst
Physical Education Coordinator	Head of Learning and Teaching
House Tutors	Heads of House
Curriculum Administrator	Other Teaching staff

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.

Subject Teacher

- Prepare for and conduct Health and Physical Education classes as scheduled
- Organise class materials to facilitate motivation, enjoyment, physical development and learning for each student in the class
- Utilise appropriate technology in the teaching and learning of Health and Physical Education including use of IT student devices
- Organise and implement assessment instruments including tests, assignments, projects and examinations in consultation with the Wadhurst Head of Learning and Teaching
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Health and Physical Education Departments
- Contribute to curriculum development within the Departments, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on individual student progress
- Liaise with Learning Strategies and/or Counselling Services staff regarding progress with students experiencing difficulties
- Liaise with Heads of House, House Tutors and other staff regarding the individual welfare of students
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities
- Undertake school-related duties such as staff meetings, Parent Teacher Student Evenings, events, excursions and the like
- Maintain adherence with school procedures in relation to matters such as student attendance, punctuality, care of



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Job Description

rooms and school rules

- Actively support the directions, goals and values of the School
- Participate regularly in professional development
- Other duties, as appropriate to the position.

House Tutor

- Provide a safe and pleasant tutor room environment for students and their property
- Monitor the academic and social progress of students
- Be the first point of contact between parents and the school
- Work with tutor group to develop a happy, co-operative team environment
- Be available to students to provide support, guidance and discipline
- Get to know and relate to students as individuals
- Undertake, as a House Tutor, school and House related duties such as parent/teacher evenings, school camps and other activities
- Liaise with other staff regarding the individual welfare of students
- Undertake various administrative and organisational duties e.g., keeping attendance records, collating reports, monitoring Record Books etc.
- Participate in other administrative tasks as determined by the nature of the position and/or by the Head of Wadhurst.

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 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.

Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.



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Knowledge, Skills and Qualifications

- Enthusiasm for, and commitment to, teaching Health and Physical Education to students in Years 7 & 8
- Proven capacity to improve student learning and promote academic excellence
- Clear understanding of educational assessment and reporting procedures
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Proactive contributions to wider school programmes
- A willingness to participate in educational change
- A high level of Information Technology skills
- Effective conflict management skills
- Ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends as required
- University degree with a major in Physical Education and/or Health
- VIT registration, or the ability to gain VIT registration, is essential.

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 depending on the operational needs and requirements of the School.