



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Classroom Primary Teacher

## Reporting to

The Headmaster, through the Head of Grimwade House

## 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.

Grimwade House is a caring and happy environment which values the particular nature of each child. The School is divided into two well-resourced sections, each with its own classrooms, level coordinator and specially designed play area. 'Harleston' houses the Junior Primary Years Prep, 1, 2, and 3 and Upper Primary for Years 4, 5 and 6. In addition to an extensive classroom program there are a number of specialist programs that work together to provide a holistic educational experience.

## Purpose of the Role

The role of the Primary Classroom Teacher is to facilitate and support student learning across all domains. This includes the social, emotional, academic, physical and spiritual development, 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 and Pastoral Care
Head of Teaching and Learning	Head of Section
Coordinator of relevant co-curricular activity	Chaplain
Teaching staff	Academic and operational support 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.

### 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 comprehensive student reports at the end of each semester.
- Be involved regularly in professional development activities to ensure 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.



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Key Selection Criteria

### Required

- Demonstrated experience in teaching primary school students from Prep to Year 6
- University degree in Teaching
- Demonstrated ability to build positive rapport with students and staff, exercising professional boundaries
- Ability to create a safe environment that fosters trust and respect
- Outstanding communication/interpersonal skills
- Well-developed time management, administrative and organisational skills
- Flexibility and adaptability to respond to differing learning needs and strengths of students
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Ability to develop a dynamic and inspiring learning environment which supports student excellence
- Relevant teaching qualification and Current Victorian Institute of Teaching (VIT) registration or ability to obtain VIT
- A commitment to contributing to the co-curricular life of the school.

### Desirable

- Design and implement effective teaching strategies that are responsive to the local community and cultural setting, linguistic background and histories of Aboriginal and Torres Strait Islander students
- Provide opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages
- Strong ability to utilise Information Communication Technology as a vital part of the learning process
- Flexibility and adaptability to meeting the particular needs of individual students within a range of situations
- Knowledge of the *Disability Act, 2006 (Vic)* and its implications for schools, students and the role of a Teacher.

## Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.

## Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

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.