MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Teacher (Secondary)

Reporting to
Head of Campus

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 1,250 boys - day students and boarders.

Purpose of the Role

Teachers deliver our academic and pastoral curricula and support our co-curricular program. Teachers work collaboratively with Head of Faculty and staff to develop curriculum programmes and assessments within the framework of the aims and strategic goals of Melbourne Grammar School.

Teachers at Melbourne Grammar School inspire and foster a passion and appreciation of learning. They facilitate the exploration of student interests, fostering the pursuit of academic and personal growth.

Additionally, teachers with designated pastoral roles within a house will work with the Head of House and Tutor team to deliver a comprehensive pastoral program.

Key Internal Contacts

Headmaster	Deputy Headmaster/Head of Senior School
Director of Learning and Research	Head of Teaching and Learning (Senior School)
Head of Teaching and Learning (Wadhurst)	Head of Wadhurst
Head of Faculty	Head of House
Other Teaching staff	Professional 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 subject 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 the subject classes.
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Department.
- Facilitate the exploration of student interests, fostering the pursuit of academic and personal growth.
- Work in a team with other teachers of the subject and level.
- Organise and implement assessment instruments including tests, assignments, projects and examinations in consultation with the Head of Faculty and Head of Teaching and Learning.
- Contribute to curriculum development within the department, including skills development and curriculum evaluation.
- Monitor, record and report, both verbally and in written form, on the progress of individual students.
- 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.
- Undertake related duties such as staff meetings, yard duty, parent-teacher meetings, events and excursions.
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules.

- Participate regularly in professional development.
- Other duties, as appropriate to the position.

House Tutor

- Provide a safe and pleasant tutor room environment for students.
- 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.
- Other administrative tasks as determined by the nature of the position and/or by the Head of School.

Cocurricular

- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities.

Key Selection Criteria

Required

- Experience in teaching the subject and a passion for the education of students from Years 7 to 12.
- Effective communication skills with students, staff and parents.
- Willingness, ability and skills to contribute to co-curricular activities.
- Well-developed time management and organisational skills.
- Knowledge of curriculum development and issues relating to the teaching of the subject.
- Expertise in application of Information Technology to the school curriculum and commitment to encouraging its use within the Department.
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Appropriate educational qualifications, including a degree majoring in the subject area.
- VIT registration, or the ability to gain VIT registration, is essential.

Desirable

- Knowledge of assessment design and development of the subject across the levels being taught (could be VCE or Victorian curriculum).
- 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.

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+).

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Job Description

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 staff are required to hold a valid Working with Children Clearance (WWCC) or registration with the Victorian Institute of Teaching.

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 School's practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- 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 School's 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.