



## Position Description

### Teacher

<b>Position:</b>	Teacher
<b>Reports to:</b>	Head of Learning Area in respect of matters of teaching and learning and to the Head of Campus (Manager) for all other aspects of the role.
<b>Primary Focus:</b>	The primary focus of the role is to ensure the effective delivery of all academic programs and co-curricular activities and that students are provided with appropriate levels of pastoral care.

#### The Role:

This role requires the essential knowledge and expertise in subjects together with teaching excellence. At the School there is a focus on collaboration, innovation and the ability to foster creativity, independent thinking and deep learning through varied pedagogical approaches. To succeed, our teachers possess the ability to:

- Plan and teach using a project-based approach
- Facilitate and design effective group work
- Work closely with groups of teachers to create flexible student groupings that maximise learning opportunities
- Demonstrate excellence and adopt a proactive, innovative approach to adapting instruction and lessons based on individual student needs
- Scaffold instructional activities that facilitate engaging and appropriate learning opportunities
- Foster and provide for student wellbeing of our students
- Provide opportunities for student engagement through Voice and Choice
- Create relevant and authentic learning experiences
- Showcase student work as part of the learning process
- Be an effective classroom manager (Responsive Classroom, Positive Discipline, Care and Logic)
- Work collaboratively in various teams to develop a dynamic learning environment
- Coach and support the personal and professional development of colleagues
- Reflect deeply about the craft of teaching and develop innovative approaches to cater for the learner
- Use a variety of evidence to inform teaching and learning practices

From time to time, at the discretion of the School, staff may be allocated a Mentor Group and will play the key role of Mentor to this group. In conjunction with the Head of House, teachers will supervise and deliver a personalised mentoring program. This key role involves getting to know each of their students and encourage each student's spiritual, academic, and social and personal development by promoting a Mentor Group atmosphere in which the values of Ivanhoe Grammar School are maintained, focusing on building a culture of mutual respect and equitable practice.



The role of mentor will:

- Establish a first point of contact with families of the students in their Mentor Group
- Assist students to develop and implement an appropriate plan for academic improvement
- Be directly responsible and accountable for the pastoral care and general management of the students in their Mentor Group
- Monitor student progress
- Support the fulfilment of the School's expectations regarding student appearance, behaviour, courtesy, respect and responsibility and monitor student compliance
- Follow up concerns and complaints about student behaviour and academic progress with relevant staff and parents
- Promote and participate in House and co-curricular programs
- Be actively engaged in all Campus activities

**In addition Academic staff at Ivanhoe Grammar School will have or be able to demonstrate:**

- A high standard of teaching practice based upon an understanding of varied teaching and learning approaches.
- A sound understanding of the principles of schooling young adults.
- An ability to contribute to an effective professional team with a shared vision for the schooling of early adolescents and young adults.
- An interest in curriculum that is holistic, challenging, integrative and exploratory.
- An understanding of the ways assessment and evaluation may promote learning.
- A good understanding of the place and use of computers within the classroom and as a tool for learning.
- An ability to differentiate the curriculum to cater for different learning abilities.
- The ability to create learning environments where individuals feel secure and valued while challenged to define and pursue their own level of excellence.
- An understanding of the preferred learning styles of boys and girls responding to their needs with appropriate teaching strategies.
- An ability to communicate openly and honestly.
- An ability to foster good relations with the parent community.
- Professional standards as described in the Victorian Institute of Teaching "Professional Standards for Teachers".

### **Occupational Health and Safety (OHS)**

- All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.
- All staff are responsible for:
  - Participating in OHS related training
  - Reporting OHS hazards and incidents
  - Actively participating in the development of risk assessment and or job safety analysis
  - Assist with workplace inspections
  - Adhere to Ivanhoe Grammar School's OHS policies and procedures



## **Child Safety**

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our [Child Safety page](#).

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Child Safety Code of Conduct, Child Safety Policy, Child Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Child Safety Policy and Child Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

All members of staff at the School are expected to be competent in the use of technology in the classroom, active in the pastoral management of students, supportive of the School's Christian ethos and able to contribute to the sporting and wider co-curricular program.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.