



Position Description

Primary Classroom Teacher

Position:	Primary Classroom Teacher
Location:	Typically based at Buckley House
Reports to:	Head of Buckley House
Key Relationships:	Head of Buckley House, Deputy Head of Buckley House, Primary Pedagogical and Curriculum Leaders, Professional Learning Leaders

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.

Duties

1. As an Academic Staff Member at Ivanhoe Grammar School

- Demonstrate a love of teaching and respect for children.
- Develop a culture of high expectations for all students.
- Demonstrate professional standards as described in the Ivanhoe Grammar School Professional Standards for Teachers.
- Contribute to the school's extracurricular program.
- Integrate a range of technologies into practice to support student learning.
- Develop positive relationships with the parent community.
- Demonstrate at all times active support of the school's vision, strategic direction, policies and procedures.
- Demonstrate a genuine commitment to ongoing professional learning.
- Deliver Social and Emotional Learning in accordance with school expectations.
- Build positive and respectful relationships with each individual student.
- Demonstrate the capacity to develop and evaluate effective teaching and learning programs that would meet the needs of all learners and take into account current research.
- Create a learning environment that stimulates learning and promotes excellence.
- Maintain up-to-date assessment information on each student in line with school expectations.
- Write individual student reports and conduct both scheduled and as required parent/teacher meetings.
- Develop curriculum documentation including a term and weekly program in accordance with school expectations.
- Use a range of data including student feedback and student assessment collected over time to analyse the progress of students and review learning and teaching strategies.
- Actively oversee the physical, social and emotional, and academic development of each student in the class.

2. As a Staff Member at Buckley House

- Maintain professional confidentiality on information about students.
- Work and plan collaboratively with other members of staff.
- Establish effective and cooperative working relationships with both teaching and non-teaching colleagues.
- Attend school functions as expected by the Head of Buckley House.
- Model and reinforce school expectations in relation to dress, behaviour and punctuality.
- Diligently undertake playground duties as directed by the Head of Buckley House and Level Managers being mindful of our Duty of Care.
- Contribute to Professional Learning Teams.
- Attend school camps as determined by the Deputy Head of Buckley House.
- Contribute to Professional Learning Teams.
- Attend school camps as determined by the Head of Primary – Plenty Campus.

Essential Criteria

- Recognised and appropriate Tertiary qualification.
- Current VIT registration.
- Excellent interpersonal and communication skills.
- Proven ability to build and maintain positive relationships.
- Effective planning and organisational skills.
- Evidence of relevant and recent professional development.
- Proven competence with the use of technology in a learning environment.
- Knowledge of Australian and/or Victorian Curriculum

Additional Information Relating to the Position

Child Safety Commitment

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 Student Safety Code of Conduct, Student Safety Policy, Student 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, Student Safety Policy and Student 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.



Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, 3- and 4-year-olds in ELC, Prep to 6 in the primary years and Years 7 to 12 in secondary years. Teachers are expected to support and extend the School's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Occupational Health and Safety (OHS) Commitment

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

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.