

## POSITION DESCRIPTION: Classroom Teacher (Primary)

Title	Primary Teacher
Reporting to	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principal, Head of Primary</li> </ul>
Primary Objective	<p>The Primary Teacher is responsible for providing a high standard of teaching based upon an understanding of varied teaching and learning approaches that are in line with the values and strategies of the school. Their foremost responsibility is the education and welfare of all students in their care and to oversee curriculum, planning and assessment of their students. The role works closely with other year level class teachers and reports directly to the Head of Primary. Primary teachers are expected to work closely with the Deputy Head of Primary in relation to pastoral and operational needs of the students in their care</p>
Key Internal Relationships	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Head of Primary</li> <li>• Deputy Head of Primary</li> <li>• Primary Data Collection Coordinator</li> <li>• House Coordinators</li> <li>• Primary Literary Coordinator</li> <li>• Year Level teachers</li> <li>• School Counsellor</li> <li>• Exceptionality team</li> <li>• Students</li> <li>• Teaching staff</li> </ul>
Key External Relationships	<ul style="list-style-type: none"> <li>• Professional Associations</li> <li>• Regulatory Bodies and Educational Institutions</li> <li>• Parents</li> </ul>
Primary Responsibilities	<p><u>Student Wellbeing</u></p> <ul style="list-style-type: none"> <li>• To provide an environment that promotes the cognitive, physical, emotional, social and intellectual wellbeing of all students.</li> <li>• To base teaching on best theoretical and practical knowledge and knowledge of each student's development, skills and interests.</li> <li>• To identify and cater for individual learner needs, conferring with other teachers and specialists staff in the school.</li> <li>• To recognise, respect and promote the understanding of diversity and individual differences.</li> <li>• To create and maintain appropriate professional relationships with students.</li> <li>• To protect students' and families' rights to privacy and confidentiality.</li> </ul>

	<ul style="list-style-type: none"> <li>• To establish positive relationships with parents based on respect, mutual trust and open communication.</li> <li>• To respect parents' and guardians' rights of inquiry, consultation and information regarding their children.</li> <li>• To respect the uniqueness and characteristics of family backgrounds.</li> </ul> <p><u>Planning and Preparation</u></p> <ul style="list-style-type: none"> <li>• To design coherent learning units, lessons and activities for students using a variety of instructional strategies that are in line with the School's values and strategies.</li> <li>• To participate in the creation, development and evaluation of curriculum.</li> <li>• To design lesson plans and assessments that reflect a deep understanding of the content, an appreciation for the level of instruction that is age appropriate for students, and an awareness of available resources.</li> <li>• To work collaboratively with other primary teachers when developing lesson plans and assessments.</li> <li>• To plan, prepare and present lessons that cater for the needs of the whole ability range of students within their class and to facilitate positive student development.</li> <li>• To demonstrate knowledge of content and pedagogy.</li> <li>• To demonstrate knowledge and understanding of students and their stage of development.</li> <li>• To understand the ways assessment and evaluation promote learning.</li> <li>• To integrate the use of technology into teaching practices.</li> <li>• To teach all areas of the primary curriculum.</li> </ul> <p><u>Record keeping, assessment and reporting</u></p> <ul style="list-style-type: none"> <li>• To keep accurate and appropriate records of work completed and to be done, by the class.</li> <li>• Working with the Primary Data coordinator monitor, evaluate and report on student progress within the relevant curriculum area.</li> <li>• To maintain accurate records on student attendance, progress, assessment and developmental needs.</li> <li>• To maintain accurate student records in the student management system.</li> <li>• To communicate to parents in written reports as required.</li> <li>• To meet reporting and other deadlines.</li> <li>• To contribute to school publications and communication forums such as handbooks, newsletters, website etc.</li> </ul> <p><u>Classroom Environment</u></p> <ul style="list-style-type: none"> <li>• To establish a culture of learning and foster enquiry.</li> <li>• To create respectful learning environments where individuals feel secure and valued while challenged to define and pursue their own excellence.</li> <li>• To maintain effective classroom management strategies.</li> <li>• To manage routines and procedures efficiently and set a tone</li> </ul>
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	<p>that is cooperative and non-disruptive.</p> <ul style="list-style-type: none"> <li>• To create an environment of respect and rapport.</li> <li>• To effectively manage student behaviour with established clear expectations and consequences.</li> <li>• To organise physical classroom space for optimal learning.</li> <li>• To organise the classroom and learning resources to create a positive learning environment.</li> </ul> <p><u>Classroom Instruction</u></p> <ul style="list-style-type: none"> <li>• To engage students in the process and enjoyment of learning through effective instruction.</li> <li>• To communicate clearly and accurately.</li> <li>• To use effective questioning and discussion techniques.</li> <li>• To provide quality and timely feedback to students.</li> <li>• To demonstrate flexibility and responsiveness.</li> <li>• To add value to student learning.</li> <li>• To motivate students with enthusiastic imaginative presentation.</li> </ul> <p><u>Professional Learning and Development</u></p> <ul style="list-style-type: none"> <li>• To commit to ongoing professional learning and continual strive to improve teaching and learning strategies.</li> <li>• To demonstrate a commitment to continuous learning by participating in, and promoting various professional development activities and the process of professional review.</li> <li>• To stay informed regarding current trends, teaching practices and curriculum and resource developments by remaining in contact with relevant associations and other professional networks.</li> <li>• To attend appropriate seminars and courses as required.</li> <li>• To participate in curriculum initiatives for Alphington Grammar School as required.</li> </ul> <p><u>Other responsibilities</u></p> <ul style="list-style-type: none"> <li>• To show personal commitment to the values and ethos of Alphington Grammar School.</li> <li>• To reflect with discernment on his or her own teaching.</li> <li>• To contribute to an effective professional team with a shared vision for teaching.</li> <li>• To attend and participate in relevant staff meetings, open/information days/nights, professional development activities, meetings with parents, parent/teacher nights, pastoral care programs, co-curricular responsibilities and functions as required.</li> <li>• To demonstrate professionalism and the capacity to model and share excellent teaching skills.</li> <li>• To display exemplary yard duty practices and actively participate in daily organisation at a whole school level.</li> <li>• To ensure that the tidiness of grounds and classrooms is carried out.</li> <li>• To address and correct student uniform as required.</li> <li>• To support wider school programs.</li> </ul>
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<p>Personal skills and experience</p>	<ul style="list-style-type: none"> <li>• To possess relevant tertiary qualifications and teaching experience and VIT registration.</li> <li>• To possess an ability to work as part of a vibrant and dynamic team of educators.</li> <li>• To demonstrate the ability to communicate effectively with students, staff, parents and the broader school community.</li> <li>• To be willing to promote the School within the community and public arena, and capable of devoting and willing to devote time to the ongoing life of the School.</li> <li>• To be an innovative and exemplary classroom teacher.</li> <li>• To possess administrative skills, with a high level of flexibility and adaptability, and ability to prioritise work as part of a team.</li> <li>• To possess the ability to manage change effectively in an ever evolving educational environment.</li> <li>• To possess excellent interpersonal skills and confidence in working with students, staff, parents and external groups and agencies.</li> <li>• To possess the ability to enhance teaching and learning experiences with the use of contemporary technologies.</li> <li>• To be willing to partake in professional development.</li> <li>• To encourage all students to extend and develop their skills and abilities.</li> <li>• To be appreciative of, and prepared to support the ethos and values of the School.</li> <li>• To possess a preparedness to enthusiastically embark on new educational initiatives.</li> </ul>
<p>Competencies</p>	<p><u>People and Teams</u></p> <ul style="list-style-type: none"> <li>• Communicates and relates well to others, builds rapport well and is a good listener. Builds constructive and effective relationships and diffuses high-tension situations comfortably.</li> <li>• Is trusted and depended upon by team members. Is truthful and presents the truth in an appropriate and helpful manner.</li> <li>• Stays composed under pressure and handles stress well.</li> <li>• Demonstrates integrity.</li> </ul> <p><u>Technical Excellence</u></p> <ul style="list-style-type: none"> <li>• Demonstrates mastery of subject material.</li> <li>• Develops workplace knowledge and expertise through continual professional development and shares expertise and knowledge with others.</li> </ul>
<p>Tenure:</p>	<p>One Year Maternity Replacement commencing Monday 30th May 2022</p>

## **Statement of Commitment to Child Safety**

The well-being and safety of all students is of central importance at Alphington Grammar School. Young people, including those of a linguistically or culturally diverse background, with a disability or who identify as aboriginal or Torres Strait islander, have the right to be physically and emotionally safe at all times. They have the right to be protected from all abuse and neglect. All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required. All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy.