# POSITION DESCRIPTION

## Secondary Teacher –Years 7-10 English and Humanities

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| **Title** | Secondary Teacher – English and Humanities (Years 7-10) |
| **Primary Objective** | A Secondary Teacher –English and Humanities 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 ethos of the school. Their foremost responsibility is the education and welfare of all students in their care. The role works closely with the Head of Department, Heads of House, and the Assistant Principal - Curriculum to ensure a consistent approach is taken when preparing and teaching curriculum including assessment and performance measurement of students and, that the academic goals of the School are met. In addition, teachers are expected to provide pastoral support to the students in their care. |
| **Key Internal Relationships** | • Principal<br>• Assistant Principals, Head of Secondary<br>• Assistant Principal, Curriculum<br>• Staff<br>• School Counsellor<br>• Learning Support Team<br>• Students<br>• Business Manager |
| **Key External Relationships** | • Regulatory Bodies and Educational Institutions<br>• Parents<br>• Subject Associations |
| **Primary Responsibilities** | <u>Students</u><br><br>• To base teaching on best theoretical and practical knowledge and knowledge of each student's development, skills, interest and progress.<br>• To provide an environment that promotes the cognitive, physical, emotional, social and intellectual wellbeing of all students.<br>• To create and maintain appropriate professional relationships with students.<br>• To establish positive relationships with parents based on respect, mutual trust and open communication.<br>• To respect parents' and guardians' rights of inquiry, consultation and information regarding their children.<br>• To respect the uniqueness and characteristics of family |

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| | backgrounds and, recognise, respect and promote the understanding of diversity.<br><br><u>Planning and Preparation</u><br>• To participate in the creation, development and evaluation of curriculum.<br>• To design lesson plans and assessment tasks that reflect a deep understanding of the content, an appreciation for the level of instruction that is appropriate for students, and an awareness of available resources.<br>• To plan, prepare and present lessons that cater for the needs of the whole range of student ability within their class and to facilitate positive student engagement.<br>• To demonstrate knowledge of content and pedagogy.<br>• To demonstrate knowledge and understanding of students.<br>• To understand the ways assessment and evaluation promote learning.<br>• 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 learning strategies.<br>• To integrate the use of technology into teaching practices.<br><u>Record keeping, assessment and reporting</u><br>• To maintain accurate records on student attendance, progress and assessment.<br>• To keep accurate and appropriate records of work completed and outstanding work requirements.<br>• To monitor, evaluate and report on student progress.<br>• To maintain accurate student records in the student learning management system.<br>• To actively communicate to parents on the progress of their child.<br>• To contribute to school publications and communication forums such as the newsletter, website and handbooks etc.<br>• To meet reporting and other deadlines.<br>• Participate in student review meetings and communicate concerns to Head of Faculty, Heads of House and the Assistant Principal, Curriculum.<br><u>Classroom Environment</u><br>• To create respectful learning environments where individuals feel secure and valued while challenged to define and pursue their own excellence.<br>• To maintain discipline and classroom management strategies.<br>• To manage routines and procedures efficiently and set a tone that is cooperative and non-disruptive to all learners.<br>• To establish a culture of learning and academic excellence.<br>• To effectively manage student behaviour with clear expectations and consequences.<br>• To organise the classroom and learning resources to create a positive learning environment. |

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| | • To organises physical classroom space for optimal learning.<br><br><u>Classroom Instruction</u><br>• To engage students in the process and enjoyment of learning through effective instruction.<br>• To communicate learning intentions clearly and accurately.<br>• To use effective questioning and discussion techniques.<br>• To provide quality and timely feedback to students.<br>• To demonstrate flexibility and responsiveness.<br>• To add value to student learning.<br>• To motivate students with engaging curriculum.<br><u>Professional Learning and Development</u><br>• To commit to ongoing professional learning and strive to improve teaching and learning strategies.<br>• To demonstrate a commitment to continuous learning by participating in and promoting various professional development activities and the process of professional review.<br>• To stay informed regarding current trends, teaching practices and curriculum and resource developments by remaining in contact with relevant associations and other professional networks.<br>• To attend appropriate seminars and courses as required.<br>• To participate in curriculum initiatives for Alphington Grammar School as required.<br><u>Other responsibilities</u><br>• To act as the 'champion' of the Departmental studies within the School by creating and sustaining positive attitudes towards the learning outcomes of all students.<br>• To show personal commitment to the values and ethos of Alphington Grammar School.<br>• To reflect with discernment on his or her own teaching.<br>• To contribute to an effective professional team developing a shared vision for teaching.<br>• To attend and participate in relevant staff meetings, open/information days/nights, professional development activities, meetings with parents, parent/teacher interviews, pastoral care programs, co-curricular responsibilities and school functions as required.<br>• To demonstrate professionalism and the capacity to model and share excellent teaching skills.<br>• To display exemplary professionalism with additional responsibilities, yard duty and actively participate in the daily organisation at a whole school level.<br>• To address correct student uniform as required.<br>• To support wider school programs. |
| **Personal skills and experience** | • To possess relevant tertiary qualifications and teaching experience and VIT registration.<br>• To possess an ability to work as part of a vibrant and dynamic team of educators.<br>• To demonstrate the ability to communicate effectively with |

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| | students, staff, parents and the broader school community.<br>• 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.<br>• To be an innovative and exemplary classroom teacher.<br>• To possess administrative skills, with a high level of flexibility and adaptability, and ability to prioritise work.<br>• To possess the ability to manage change effectively in an ever evolving educational environment.<br>• To possess excellent interpersonal skills and confidence in working with students, staff, parents and external groups and agencies.<br>• To possesses the ability to enhance teaching and learning experiences with the use of contemporary technologies.<br>• To be willing to partake in professional development.<br>• To encourage all students to extend and develop their skills and abilities.<br>• To be appreciative of and prepared to support the ethos and values of the School.<br>• To possess a preparedness to enthusiastically embark on new educational initiatives. |
| **Competencies** | <u>People and Teams</u><br>• 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.<br>• Is trusted and depended upon by team members. Is truthful and presents the truth in an appropriate and helpful manner.<br>• Stays composed under pressure and handles stress well.<br>• Demonstrates integrity.<br><u>Technical Excellence</u><br>• Demonstrates mastery of subject material.<br>• Develops workplace knowledge and expertise through continual professional development and shares expertise and knowledge with others.<br><u>Building the School Profile</u><br>• Presents confidently to parents and teachers.<br><u>Management</u><br>• Achieves personal work goals and objectives. Sees things through to completion and meets deadlines. |
| **Teaching Load** | Full time |
| **Tenure** | **Ongoing once passed 6-month probation.** |

**This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the School's operations.**

# Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

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 including:

a) Working With Children Check Clearance, VIT registration or similar check as applicable;
b) Proof of personal identity and any professional or other qualifications;
c) The person's history of work involving children; and
d) References that address the person's suitability for the job and working with children.

**Staff Acknowledgement**

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____