Doctrina Vitae
Bacchus Marsh Grammar

Teacher
POSITION DESCRIPTION

POSITION: Teacher

ORGANISATIONAL UNIT: Middle/Senior School

POSITION STATUS: Full time

CLASSIFICATION: Teacher Level

POSITION OVERVIEW:
The primary focus of this position is to teach units within the Middle/Senior School from Years 5 to 12.

This position will work in collaboration with leadership, specialist and support staff including the school Principal, Special Education Teachers and Teacher Assistants, and other professional staff providing assistance to students.

Teachers at Bacchus Marsh Grammar are allocated duties and are expected to attend camps, meetings, professional development and other events as determined by the School.

KEY DUTIES & TASKS

1. Teaching Practice

- Preparing daily lesson plans according to curriculum guidelines;
- Preparing curriculum document in line with Bacchus Marsh Grammar's curriculum guidelines;
- Understanding, interpreting and using data to inform teaching practice;
- Working cohesively in a team environment;
- Providing a differentiated curriculum to suit the needs of all individual students;
- Providing a stimulating and creative environment in the classroom to promote student learning;
- Maintain records of class attendance and effective recording of student progress;
- Maintaining productive working habits and discipline in the classroom; providing a calm and structured environment;
- Providing and participating in co-curricular activities;
- Supervising students throughout the day, both in the classroom and outside during breaks including recesses, lunch and afterschool when required;
- Attending staff meetings/ facility meetings, training and development sessions and other events as required to appropriately implement teaching of individual classes and consistency between classes;
- Assessing and evaluating student's education progress and abilities;
- Setting and conducting testing;
- Discussing student's progress with parents, guardians, administrators and other professionals as necessary;
- Provide appropriate written and verbal feedback to students in set classes;
- Writing comprehensive end of semester reports to parents;
- Participating in parent/teacher interviews at scheduled times across the school year;
- Maintaining open communication with senior staff;
- Maintaining open communication with parents regarding their child's progress;
- Provide assistance to senior staff in ensuring that students adhere to the ethos and rules of the school; and
- Assist the school in the provision of an appropriate pastoral care framework for students.

2. Professional Development

- Keep up to date with curriculum and resource development;
- Maintain VIT Registration and renew annually;
- Maintain adequate technology competencies relevant to teaching;
- Attend appropriate seminars and courses; and
- Participate in the Schools professional development programs.

3. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

4. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

5. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

6. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Head of Faculty. This position has a secondary reporting line to the Deputy Principal, Head of Woodlea Campus and/or Deputy Principal, Head of the Maddingley Campus.

Direct reports to this position: n/a

Internal Relationships: This position liaises with internal staff across all levels and external providers as required in a highly professional manner.

External Relationships: External stakeholders including parents, guardians, administrators and other professionals and local community.

WORK DIRECTION/ SUPERVISION

- This position is responsible for the successful management of the assigned teaching duties and associated activities;
- Within the philosophies and polices of Bacchus Marsh Grammar, this position is required to assist in the promotion and further development of activities provided; and
- This position will receive broad direction, guidance and informative feedback from senior stakeholders including the Deputy Principal, Head of Senior School.

KEY SELECTION CRITERIA

Qualifications/Licences

- Current Victorian Institute of Teaching (VIT) Registration;
- Relevant Teaching qualifications; and
- Commitment to child safety and wellbeing.

- Experience teaching units in Senior year levels including VCE highly regarded;
- A first aid certificate; and
- Valid driver's licence.

Essential Criteria

- Proven teaching capability and curriculum knowledge;
- Excellent communication and interpersonal skills;
- A collaborative and proactive approach to teamwork;
- Effective classroom management skills;
- Commitment to professional growth and reflective practice;
- Alignment with the School's values, with the capacity to model virtuous behaviour and actively contribute to and enrich the School culture.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____

Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____