



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION:	Primary Teacher
REPORTS TO:	Head of Section
LOCATION:	Essendon or Moonee Ponds

PURPOSE

To provide the best possible education for each student, in line with the School's values and educational objectives.

SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve and is associated with the Uniting Church. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottliebsen House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular programme of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES: REACH

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Teacher is at all times responsible to the Principal, the Deputy Principal, the Head of Section, the Deputy, and Coordinators for duties relating to effective teaching and the performance of student welfare and other duties. The incumbent is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

POSITION GUIDELINES

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Key responsibilities include:

Teaching practice

To teach classes as required, and to:

- Conduct sessions which are thoroughly prepared and designed to engage and challenge all students in learning;
- Maintain a positive environment in the classroom which is respectful of all present and fosters student learning;
- Monitor each student and provide them with regular feedback on their progress;
- Maintain accurate records of the program, student attendance and student assessments;
- Monitor and report on student progress and matters of concern in accordance with school procedures;
- Take responsibility for dealing with disciplinary matters and report any matters of serious concern;
- Understand and accommodate the learning needs of all students, including those with a disability or special learning need;
- Meet VIT and national standards of teaching and regularly review personal professional knowledge and practice; and
- Work collaboratively with all relevant staff members, ensuring information is communicated in an appropriate and timely manner and supports improved student learning outcomes.

Student well-being

- Undertake student well-being duties, being sensitive to students experiencing personal, social, or organizational problems and liaise with relevant colleagues;
- Actively support and promote school policies and procedures relating to student well-being;
- Monitor and report on students' well being, if concerns arise, in accordance with school procedures; and
- Liaise with parents in relation to student issues as required.

Curriculum and resource development

- Contribute to the development of curriculum, teaching and assessment materials within the year level, or subject area taught; and

- Complete weekly and term program planning with colleagues and document these plans for the Head of Section to review.

Professional learning

- Annually prepare a professional learning plan in accordance with school priorities and individual learning needs; and
- Actively participate in professional learning activities on an ongoing basis in order to keep up to date professionally, including in co-curricular activities.

Co-curricular activities

- Participate in co-curricular activities, including the school sports or music program and Outdoor Education Program and other events as required.

General, administrative, and other activities

- Consult with Coordinators, the Deputy Head of Section and the Head of Section as necessary;
- Participate in a cyclical review process to continuously improve knowledge and practice;
- Attend and contribute to subject and staff meetings;
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students;
- Supervise student teachers as required;
- Act as a mentor for other staff members as required;
- Attend parent-teacher interviews;
- Support a range of school events and activities as required;
- Maintain and safe and healthy environment and report any hazards in accordance with school procedures; and
- Other duties as required.

SELECTION CRITERIA

The incumbent will be able to demonstrate the following attributes:

- Appropriate tertiary qualifications and VIT registration
- Professional curriculum knowledge
- Experience in the effective delivery of teaching and learning programs and practices
- A commitment to student welfare
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds

- Effective interpersonal and communication skills
- Skills in the use of Information and Communication Technologies, especially as they relate to teaching and learning
- Effective organisational and planning skills
- A commitment to co-curricular activities
- A commitment to ongoing professional learning
- Support for the philosophy and values of the school

CONDITIONS

Salary according to qualifications and experience, and as per the *Penleigh and Essendon Grammar School (Teacher, Kindergarten Teacher, Kindergarten Assistant and School Assistant Staff) Agreement 2022*.

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.