

Classroom Teacher [Junior School] Position Description

Position Details

Position	Classroom Teacher [Junior School]
Award	Educational Services (Teachers) Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Salary Level	Commensurate with experience
Position reports to	Head of Junior School
Direct reports	Nil

Position Summary

It is the role of our teachers at Trinity Grammar School to provide high quality teaching and learning through rigorous, inclusive, nurturing, encouraging, caring and safe learning environment where each child is challenged to achieve their personal best. The classroom teacher is required to work in a collegiate manner in collaboration with other teachers and members of the Trinity community.

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, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. 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.

Responsibilities and Duties

- To promote and enable the Trinity Strategic Vision through observable behaviours and professional practise
- Provide students with a child-safe environment by demonstrating understanding of appropriate behaviour and legal obligations relating to child safety and the Schools policies and procedures relating to child safety.
- Inspire, motivate and grow a positive and collaborative learning culture across the School community
- Enact a shared understanding of teaching and learning practices by demonstrating behaviours reflective of the vision for learning at the School
- Support, foster and nurture a student-centred approach to diverse and contemporary teaching strategies and a differentiated curriculum with learning with a focus on student wellbeing
- To proactively engage in reflective practices and professional dialogue in relation to teaching effectiveness, feedback, and targets for improvement focusing on excellence, innovation, collaboration and continuous improvement
- Teachers must proactively engage in professional learning that is strategically aligned and meets both whole School and individual teacher learning and compliance outcomes



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- Collaborate with the Deputy Director of Teaching and Learning, Heads of Year and Learning Leaders to plan the design, implementation and review of teaching and learning programs in line with contemporary, best practise and student focus pedagogies
- Work with the required and relevant persons to review and develop the assessment tasks and learning activities including but not limited to reporting, testing, feedback and communication channels to support, drive and improve student learning
- Engage in the School's co-curricular program through supervision or leading activities in accordance with the School's requirements for teaching staff, this includes but is not limited to sport training and games throughout the School year
- Represent the School at events to build networks and relationships and seek personal development through best practice and learning from others

Connectedness and Collaboration

- Head of Junior School
- Deputy Head of Junior School
- Deputy Director Teaching and Learning
- Operations Coordinator
- Heads of Year
- Learning Leaders
- Junior School Staff Members
- Current students and families
- Principal
- Deputy Principal – Head of Senior School
- School Chaplain
- School Psychologists

Knowledge and Skills

- Tertiary Teaching Qualification
- Registered as a Teacher with the Victorian Institute of Teaching (VIT)
- Level II first aid certificate – or the willingness to complete first aid training
- Anaphylaxis certificate – or the willingness to complete anaphylaxis training
- Excellent skills in the contemporary use of learning technologies
- Demonstrable knowledge and implementation of innovative learning initiatives
- Demonstrable understanding of the requirements of a contemporary curriculum
- Working as part of a diverse team and working autonomously with limited supervision
- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships.
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve

Personal Qualities

- Ability to build strong connections with students
- Capacity for knowing students and associated needs
- Ability to foster student leadership and growth
- Collaborative leadership approach
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Ability to champion and embody the School's values through conduct, performance, and collegiality
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has good professional integrity

Our Values

- Truth – seeking understanding
- Courage – being our best selves
- Community – connecting and learning together
- Service – putting others first

Policies and Procedures

All employees of Trinity 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 attend and 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.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.



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Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	October 2024
Next review date	October 2027