



Position Description

Junior School Teacher

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

Location

Address: 82 Chermside Road
EAST IPSWICH QLD 4305
Telephone: +61 7 3454 4447
Facsimile: +61 7 3454 4480
Email: principal@iggs.qld.edu.au
Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	Junior School Teacher
Department:	Academic
Reports to:	Deputy Head of Junior School
Location:	Ipswich Junior Grammar School
Classification:	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement

Typical Duties/Skills

All employees of Ipswich Girls' Grammar School including Ipswich Junior Grammar School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time
- demonstrate support for the School's mission, vision and values
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative

Classroom teachers are responsible for:

- Delivery of teaching and learning programs within the frameworks in place in the school
- Monitoring, evaluating and reporting on student progress within the relevant curriculum area
- Maintaining accurate records of student attendance, progress and assessment
- Tracking and monitoring student achievement
- Using data analysis to inform classroom strategies for student improvement
- Fostering a supportive classroom climate which enhances student growth and confidence
- Attendance at parent teacher meetings, staff and department meetings and other scheduled meetings as required
- Pastoral and academic care of students
- Participation in grounds' supervision on a regular rostered basis

Your Opportunity

To plan and deliver the primary school curriculum in a safe, caring learning environment.

As a classroom teacher you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system

Your Role

Key qualities of a classroom teacher

- Willingness to support the values and aims of the School
- Ability to:
 - promote an environment of dynamic, active and challenging learning
 - implement current work programs in the classroom and willingness to participate in review and improvement of current programs
 - develop effective working relationships and rapport with students, staff and the wider school community
 - develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
 - use a wide range of teaching strategies to cater for diverse student learning needs and to effectively monitor student progress

- work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Communicate effectively both written and orally
- Implement the School's Pastoral Care and Positive Behaviour Learning Framework and promote positive learning conditions
- Provide a safe and supportive learning environment at all times
- Work professionally with administrators, staff, parents, and community
- Willingness to participate in:
 - professional development activities
 - co-curricular activities of the school
- Willingness and ability to use technology for teaching and communication
- Excellent classroom management skills
- Excellent organisational and time management skills
- ICT expertise
- Willingness to support students, both within and outside classroom learning.

Specific attributes

- Superior knowledge and understanding of the Australian Curriculum to effectively plan and implement unit plans
- Ability to utilise a wide range of pedagogical approaches
- Ability to plan, prepare and explicitly teach lessons aligned to unit plans, to meet the specific needs of students
- Ability to design and develop programs to cater to the needs of students
- Ability to instil in students the school values and expectations, and love of learning utilising the schools pastoral care framework
- Outstanding classroom management

Commitment to Child Safety

All staff are expected to actively contribute to a child safe and culturally safe culture and uphold the School's Student Safety and Wellbeing Policy, Reporting Concerns of Harm and Abuse Policy, related school procedures, and Code of Conduct at all times. This includes:

- Maintaining a child safe environment where all students are protected, respected, and feel safe.
- Prioritising student wellbeing, upholding our values, and implementing the Queensland Child Safe Standards.
- Fostering inclusive and culturally safe environments, listening to student voice, and responding promptly and appropriately to all concerns or allegations of harm.
- Reporting all child safety concerns and allegations immediately to the Principal.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Formal Qualifications

Teaching qualifications from a recognised University or College

Essential Requirements

Eligibility for registration with the Queensland College of Teachers and ability to work in Australia.

Selection Criteria

Outlined below are the criteria that will be considered in the appointment of a Junior School teacher:

1. Demonstrated capacity and skills and/or experience teaching Prep to Year 6 students.
2. Capacity to integrate technology into effective classroom practice.

3. Capacity to plan and deliver engaging lessons that integrate quality teaching and maximise the learning outcome for students with diverse learning needs.
4. Demonstrate highly effective communication skills in both speaking and writing, and highly developed interpersonal, and human-relations skills to interact positively with staff, students, and parents.
5. Demonstrate an ability to work collaboratively and be an effective team member.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

Director of
People & Culture

Name

Signature

Date