



POSITION DESCRIPTION

POSITION:	Secondary School Teacher
KEY RELATIONSHIPS:	This position reports to the Head of Department. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Full-time or part-time, ongoing role
PRIMARY FOCUS:	Camberwell Girls Grammar School teachers have a passion for teaching, combined with excellent interpersonal and communication skills. Teachers are able to demonstrate enthusiasm and energy and have an excellent understanding of contemporary practice and the changing educational landscape. This position requires the ability to teach VCE.
DOCUMENT DATE:	October 2024

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The Secondary School Teacher is responsible for the development and implementation of the Australian Curriculum consistent with the School’s philosophy, policies and practice. It is expected that CGGS teachers will respect and support the School’s ethos, values, policies and procedures while working with loyalty and commitment to the School.

KEY INTERNAL CONNECTIONS

Reporting directly to

- Head of Department

Associated Relationships

- Principal
- Deputy Principal
- Heads of Senior and Middle School
- Year Level Coordinators
- Secondary School Teaching Staff
- Professional Services Team

KEY EXTERNAL CONNECTIONS

- Parents/Guardians

KEY DUTIES AND RESPONSIBILITIES

1. Teaching

- Conduct well prepared lessons that address individual differences and engage and challenge students
- Provide prompt feedback to students through a variety of assessment procedures, both verbally and in written form
- Participate in cross-marking of student work to ensure consistency and to determine grade cut offs for assessment tasks
- Utilise appropriate technology
- Work collaboratively and constructively with all staff in the department/s and across the School
- Model excellence in teaching practice as outlined in our By Design learning architecture
- Be responsive to contemporary and global educational trends in reflecting on and improving teaching practice



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2. Curriculum and Resource Development

- Deliver the CGGS curriculum to appropriate year levels and contribute to curriculum development within the department
- Ensure that lessons meet the Australian Curriculum requirements and are documented as required through the school's Learning Management System
- Contribute to the development and documentation of curriculum, teaching and assessment materials within the subject(s) taught

3. Professional Learning

- Participate regularly in professional learning
- Prepare and implement an annual professional learning plan in accordance with school priorities and individual learning needs
- Be reflective of own professional practice within the changing educational landscape and emerging pedagogical trends

4. General Administration and Other Activities

- Support the aims and ethos of the School
- Keep abreast and adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms, school rules and the safeguarding of children
- Set a good example in terms of dress, punctuality and attendance
- Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Day, excursions, assemblies and services,
- Be actively involved in the School's co-curricular program
- 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 staff members as required

5. Other duties as appropriate to the position

- Attend staff meetings as scheduled each term
- All other duties and responsibilities as set out in the CGGS Staff Handbook
- Participate in the School review process annually in order to continuously improve knowledge and practice

6. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

QUALIFICATIONS

Essential Criteria:

- Tertiary degree and relevant teaching qualifications
- Current VIT Registration
- Ability to teach relevant subject matter for years 7-10
- Experience teaching VCE for relevant subject matter
- First Aid qualification (Level 2) and current CPR qualification
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 1359
- Asthma qualification
- Current Working with Children Check
- Current National Criminal History Police Check



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- Desirable Criteria:**
- Post graduate qualification/s

PREVIOUS EXPERIENCE, SKILLS AND KNOWLEDGE

- Essential Criteria:**
- Demonstrated experience in a similar role
 - Intermediate computer literacy (Word, Outlook, Excel and Internet) and database experience

- Desirable Criteria:**
- Experience within a School environment
 - Experience with TASS and SEQTA

KEY PERSONAL ATTRIBUTES

- A strategic perspective and experience working on strategic initiatives
- Proven ability to lead teams and initiate change in an educational environment
- High level of leadership, planning and people management skills
- High level communication and interpersonal skills
- Proven ability to work collaboratively in a team
- Enthusiastic, passionate, positive and flexible attitude
- Commitment to achieving best practice
- A strong interest in working with children
- Proven ability to be discreet and maintain confidentiality
- Self-motivated and able to work autonomously and proactively
- Highly organised and resourceful
- Excellent skills of time management, organisation and ability to multi-task and prioritise under pressure
- Attention to detail
- A warm and friendly disposition, with a calm, tactful and diplomatic approach
- Commitment to achieving best practice
- High standard of personal presentation
- Alignment with the School Values
- Commitment to customer service and risk management

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Participate in OHS training as required

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members



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N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.



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