



Position of Responsibility Position Description

Position:	Team Leader (F-2 or 3-6)
Appointed by:	The Principal
Responsible to:	The Head of Junior Campus
POR Allowance:	4% of Level 9 monetary allowance along with 0.2FTE time release
Location:	St Anne's Campus

This position of responsibility is in addition to the normal day to day teaching tasks (as detailed in Teacher position descriptions) and therefore has a monetary allowance and time release appropriate to the role, along with an expectation of reasonable additional hours that may occur outside of regular work hours. The tenure is 3 years. Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider School Community and participate fully in events and activities, playing an ambassadorial role as a senior representative of Gippsland Grammar. At Gippsland Grammar we follow an Anglican Ethos and this is promoted throughout all campuses and as one school.

This Position Description is a guide and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All employees at Gippsland Grammar are required to:

- Support and adhere to the School's Child Protection Program, including the Child Protection and Safety Policy, Child Protection Staff Code of Conduct, Make a Report Procedure and associated policies and procedures.
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with School policy (including the Make a Report Procedure) and legal obligation.
- Follow the CLERR values and Anglican Ethos of the school.

Position Overview

The role requires a passion for high-quality primary education and a commitment to leading their allocated team, in conjunction with others, in the ongoing pursuit of this. The post holder is required to contribute to the operation and leadership of the wider campus and to ensure that the team works in alignment and direction set by school and campus goals. The Team Leader works under the direction of the Head of Junior School and in collaboration with the Deputy Head of Campus and Head of Learning – Primary to support the operation and development of the campus, particularly in relation to their allocated team. The role will have a strong wellbeing focus.

Requirements, Duties and Responsibilities:

- To effectively lead your team (F-2 or 3-6) focusing on our school's goals and strategic plan
- Support the implementation of our Gippsland Grammar Positive Behaviour Model and wellbeing initiatives across the campus
- Support and contribute to the growth and development of the Junior School
- To develop and maintain communication, consistency and collaboration between all members of the team
- Ensure that the Head of Junior School / Deputy Head of Junior School are kept informed about issues relating to the team
- To model exemplary teaching practices and professional behaviour
- Keep up to date with your own professional learning and encourage team members to do the same
- To maintain current knowledge and understanding of key school documentation and ensure that the team is operating in accordance with these
- To effectively lead your team to embed our Gippsland Grammar positive behaviour model

Wellbeing and Pastoral Care

- Promote wellbeing and child protection initiatives across the Junior School, with an emphasis on staff and student wellbeing initiatives, and compliance with our Child Protection policies and regulations
- Encourage team members to proactively take care of their own ongoing wellbeing
- Promote a culture within the team whereby Child Safety and Child Protection are always a high priority
- Support team members as necessary in dealing with matters relating to student care, wellbeing and behaviour management.
- Support and promote a restorative approach to managing behaviour within the team.

Teaching and Learning

- To support our Head of Learning – Primary to maintain a good understanding of current pedagogies and approaches to evidenced based teaching and learning strategies. This includes using data to inform differentiation and to identify opportunities for development, growth and intervention.
- To encourage staff to be innovative and creative in their teaching and learning

Curriculum and Assessment

- Support the writing, updating and maintaining of the long and medium-term curriculum planning for the designated year groups, under the direction of the Head of Learning – Primary.
- Support the preparation and implementation of continuous reporting and semester reports in collaboration with the Head of Learning – Primary.
- To support the Deputy Head of Campus and Head of Learning – Primary in the administration of key assessments according to the assessment schedule, including NAPLAN

Professional Development and Goal Setting

- Encourage all team members to be reflective about their professional practice and to engage positively with professional development opportunities
- Lead the team in setting annual targets which are aligned to the School and campus goals
- Act as a professional Mentor for allocated team members; supporting them in setting and achieving their individual goals and providing feedback as part of the review process.
- In conjunction with the Head of Junior School and Deputy Head of Junior School, induct and support new members of the Junior School, especially with regard to becoming familiar with Junior School curriculum documents, policies and procedures. This also includes supporting student teachers on placement.

- Provide support for CRTs as required.

Administration

- Attend, and actively contribute to, fortnightly SALT meetings.
- Support the team's planning and organisation of allocated campus events. This includes camps, incursions and excursions

Child Safety

- Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- Complete annual training in Child Safety as required.

Professional Responsibilities

- Actively seek pedagogical knowledge through own professional reading, research and collegial partnerships.
- Genuine interest in working with young people and learning about their education and development.
- Work collaboratively as a member of the Teaching and Learning team to ensure best possible outcomes for all students
- Actively engage in professional development activities and contribute to improved teaching methods, pastoral skills and knowledge.
- Demonstrated strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by the expectations set out in the Gippsland Grammar Guidelines for Professional Behaviour.
- All responsibilities attached to teaching class/es.
- Willingness to participate in and also encourage students to fully participate in the life of our School.
- Compliance with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Pastoral

- This position includes duties associated with a teaching role, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.

Co-curricular

- Be routinely involved in the co-curricular program, which may include activities that extend beyond the 'normal' school day.

OTHER Job specific responsibilities

- Monitor the health and wellbeing of students and report any concerns to the Heads of Campus

Key Selection Criteria

Qualifications

- Current and valid registration with the Victorian Institute of Teaching (VIT).
- Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).- optional
- Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).- optional

Essential Criteria

- Valid Australian Driver's licence (being at least a probationary licence)
- Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.

Desirable Criteria

- High level organisational skills Junior School Team Leader
- Be a passionate and inspirational teacher
- Hold strong interpersonal skills, with the ability to build rapport and interact with both adults and students.
- Be a willing and competent user of ICTs
- Be an effective and compassionate communicator
- Ability to work independently, but also as part of a dynamic, creative and collaborative team.
- Be willing to participate in and also encourage students to fully participate in the life of our School
- Ability to work well under pressure.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

To achieve this, we promote a model of education where students are understood not just as learners, but as an integral part of the School and broader community. As such, we value wellbeing and resilience, celebrate diversity, and embrace a growth mindset, through classroom experiences, and in our approach to academic care, practices policies and procedures.

The commitments, values and principles which guide the School are further outlined in the School's Child Protection and Safety Policy (a copy of which is available on the School's website).

If applying for a position, please note that Gippsland Grammar is a child safe environment. Every child has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety (including child abuse and reportable conduct).

As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's child safe practices, as outlined in the Child Protection Program policies on the School's website.

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