

POSITION DESCRIPTION

POSITION:	Junior School Physical Education Teacher
KEY RELATIONSHIPS:	This position reports to the Head of Junior School / Head of Health & Physical Education (Junior School). All positions at the School ultimately report to the Principal.
POSITION STATUS:	Part-time, ongoing
PRIMARY FOCUS:	CGGS teachers demonstrate a passion for teaching with excellent interpersonal and communication skills. All teachers must be enthusiastic and energetic with an excellent understanding of current practice, and highly effective time management skills. A strong working knowledge of the Australian Curriculum is essential.
DOCUMENT DATE:	October 2026

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.

Secondary School / Administration

2 Torrington Street, Canterbury
Victoria 3126 Australia
T +61 3 9813 1166

Junior School / Ormiston

4 Mont Albert Road, Canterbury
Victoria 3126 Australia
T +61 3 9813 1965

camgram@cggs.vic.edu.au

cggs.vic.edu.au

ABN 79 004 166 349
CRICOS 00141J

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, Child Safety Code of Conduct, Staff Code of Conduct, and Child Safety 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 position is a teaching role. The fundamental role of the teacher is to develop and implement 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 Junior School
- Head of Health & Physical Education (Junior School)

Associated Relationships

- | | |
|--|--------------------------|
| • Principal | • Junior School Staff |
| • Deputy Head of Junior School | • Sports Coaches |
| • Professional Services Team | • CGGS Aquatics |
| • Physical Education & Health Staff (Junior School and Secondary School) | • Maintenance Department |

KEY EXTERNAL CONNECTIONS

- | | |
|---|--|
| • Parents | • School Sports Victoria (SSV) |
| • Girls Sport Victoria (GSV) | • Head Coaches for Athletics, Swimming, Diving and Cross Country |
| • Swimming Australia and other associated swimming groups | |

KEY DUTIES AND RESPONSIBILITIES

1. Teaching

- Plan an educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student, including EL students
- Conduct lessons that address student individual differences and are thoroughly prepared, designed and differentiated to engage and challenge students



- Create flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and discover
- Adopt a teaching practice that reflects innovation and creativity in design and implementation
- Work actively within a team environment when planning and implementing all classroom programs in the Junior School
- Utilise appropriate technology, including the use of iPads
- Work collaboratively with all staff

2. Curriculum and Resource Development

- Participate in the design, development and evaluation of curriculum documents
- Deliver the CGGS curriculum that is age-appropriate across all year levels and meets the Australian Curriculum requirements
- Utilise innovative technology resources across all curriculum areas in Junior School
- Contribute actively to the development of curriculum, teaching and assessment materials and to keep-up to date with all curriculum and resource developments

3. Student Wellbeing

- Care for the students in their class in a way that reflects the CGGS vision and values
- Be sensitive to students experiencing personal, social and/or organisational issues
- Implement strategies for getting to know, and follow the progress of, each student in class
- Communicate effectively with colleagues, parents and guardians, fostering strong partnerships in support of student wellbeing
- Consult with the Deputy Heads of Junior School and the Head of Junior School as necessary

4. Professional Development

- Participate regularly in professional development activities and the process of professional staff review
- Prepare and implement an annual professional development plan in accordance with school priorities and individual learning needs
- Attend appropriate seminars, workshops and courses in consultation with the Head of Junior School and Head of Health/PE

5. General Administration and other activities

- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Attend and contribute to meetings for subject, faculty, staff, parent-teacher meetings, school events, Open Day, excursions, assemblies and services.
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
- Be actively involved in the School's co-curricular program
- Supervise student teachers as required
- Mentoring staff members as required

6. Other duties as appropriate to the position

- Complete articles for the Junior School Weekly and CamNews newsletter
- All other duties and responsibilities as set out in the CGGS Staff Handbook.
- Attend staff meetings as scheduled each term
- Participate in the annual School review process in order to continuously improve knowledge and practice

7. 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:

- Relevant tertiary teaching qualification
- Current VIT registration
- Relevant qualifications, study and/or demonstrated expertise in Physical Education and Health and Physical Education
- First Aid qualification (Level 2) and current CPR qualification
- Asthma qualification
- Mandatory Reporting qualifications
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
- Current Working with Children Check
- Current National Criminal History Police Check

Desirable Criteria:

- Post graduate qualifications

PREVIOUS EXPERIENCE, SKILLS AND KNOWLEDGE

Essential Criteria:

- Demonstrated experience teaching Physical Education and/or Health and Physical Education, preferably within a primary or Junior School setting
- Strong knowledge of contemporary teaching and learning practices and their application to Junior School students
- Sound knowledge of curriculum requirements relevant to Physical Education and Health and Physical Education
- Ability to cater for diverse student abilities, needs and levels of physical development
- Intermediate computer literacy (Word, Outlook, Excel and Internet) and database experience
- A proven aptitude for the use of technology in education to enhance student learning

KEY PERSONAL ATTRIBUTES

- Commitment to valuing each student's individuality and providing an enabling educational environment in which students are provided with outstanding learning opportunities
- Personal commitment to Professional Learning and continuous improvement
- Exhibit a love of teaching and a passion for education
- Commitment to achieving best practice
- Proven ability to work collaboratively
- High level interpersonal and communication skills
- Well-developed skills of time management and organisation
- Judgement / problem solving skills
- Enthusiastic, passionate, positive and flexible attitude
- 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
- A warm and friendly disposition, with a calm, tactful and diplomatic approach
- High standard of personal presentation
- Alignment with the School Values

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
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Workplace Health & Safety policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required
- Complete additional training as required to maintain compliance with relevant ELC legislation
- Employment at CGGS is subject to school policies including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct*, *Staff Code of Conduct*, and *Child Safety Response and Reporting Policy* being read, understood and adhered to.

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

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.

