



# Position Description

## Secondary School Classroom 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*

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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*

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Opening doors for a brilliant future.

### *Our Goals*

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**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*

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- **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*

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

<b>THE ROLE</b>	
<b>Position Title:</b>	Classroom Teacher
<b>Incumbent:</b>	
<b>Department:</b>	Academic
<b>Reports to:</b>	Deputy Principal, Dean of Studies
<b>Classification:</b>	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement

### *Your Opportunity*

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 in the school and wider communities
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct

### *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

#### **Core responsibilities of a classroom teacher**

- Preparation and 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
- Responsible for 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

#### **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
- Expertise in their subject area(s)
- Ability to implement current work programs in the classroom and willingness to participate in review and improvement of current programs
- Ability to develop effective working relationships and rapport with students
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
- Ability to use a wide range of teaching strategies to cater for student learning needs and to effectively monitor student progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Willingness to participate in professional development activities
- Willingness to participate in co-curricular activities of the School
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication

## *Your Role*

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**Specific attributes** (to be read in conjunction with *Typical/Skills Duties*)

- An understanding of the new QCE framework
- Knowledge and skills in the areas of QCAA Syllabus and assessment, work programs, reporting requirements

Ability to:

- Instil in students a love and appreciation of learning in all its forms
- Plan, prepare and explicitly teach lessons using components of an effective lesson to help students develop their knowledge and skills to achieve strong academic outcomes
- Ensure developmentally appropriate skills and activities are implemented
- Differentiate the curriculum by employing a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students
- Analyse student progress and provide appropriate instruction
- Maintain accurate and complete records
- Ensure assessment requirements and guidelines are followed at all times
- Maintain and improve professional competence

## *Occupational Health and Safety*

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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*

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- Teaching qualifications from a recognised university or college

## *Essential Requirements*

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- Eligibility for registration with the Queensland College of Teachers

## *Selection Criteria*

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

1. Demonstrated capacity and skills and/or experience teaching in a Secondary School.
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. Highly developed interpersonal, and human-relations skills in the context of relating to 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*

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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*

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

**Employee**

\_\_\_\_\_  
Name Signature Date

**Director of  
People & Culture**

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Name Signature Date