

## POSITION DESCRIPTION

<b>Title:</b>	Classroom Teacher
<b>Reports to:</b>	Head of Department, Deputy Principal-Staff, Principal
<b>Direct reports to this role:</b>	Nil
<b>Internal Liaisons:</b>	Staff, Students
<b>External Liaisons:</b>	Parents, Community
<b>Terms and Conditions:</b>	<i>Educational Services (Teachers) Award 2020</i>

### Geraldton Grammar School (GGS) Vision Statement

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

### Strategic Pillars

**Personalisation** - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best.

**Staff** - Attract, retain and develop talented staff who are aligned with the school's values and work hard to achieve the purpose and vision for Geraldton Grammar School

**Our School Our Future** - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

**Community** - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

### Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.

### Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by Geraldton Grammar School in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

### Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

## **Duties and Responsibilities:**

### **Teaching**

The subject teacher is responsible for:

- Creating and maintaining supportive and safe working environments.
- Content knowledge and how to teach it.
- Planning for and implementing effective teaching and learning. Including but not limited to:
  - Ensuring all teaching programs for classes they are responsible for meeting the SCSA requirements for that course.
  - Reviewing and revising teaching programs for classes they are responsible for on a regular basis to ensure that they meet syllabus requirements and expectations.
  - Ensuring all teaching programs for classes they are responsible for are of high quality and suitable standard.
  - Ensuring marksbooks for classes they are responsible for are correct in structure, maintained, and contain sufficient detailed feedback.
- Using SEQTA or Share points/Teams to share programs and lesson resources with students and parents.
- Presenting material in a manner that will interest students and enhance learning.
- Differentiating curriculum so as to be inclusive of all students.
- Developing Individual Education Plans and Curriculum Access Plans for students.
- Assessing student performance both informally and formally in accordance with school policy.
- Completing the formal process of reporting to parents in accordance with school policy in an accurate and timely manner.
- Participating in three-way interviews with parents both when formally required and when the need should arise.
- Contacting parents, at other than formal reporting times, when a student's performance, achievement, attitude, or behaviour is a cause for concern, whilst keeping the appropriate Head of Department informed.
- Meeting deadlines set by learning area/school administration.
- Maintaining appropriate confidentiality in all matters relating to the school.
- Punctuality in regard to professional life.

### **Pastoral Care**

The teacher will demonstrate pastoral care of his/her students by:

- Attending to the needs of each student and the group as a whole.
- Exercising duty of care through effective, professional supervision.
- Maintaining constant supervision of a group for which responsibility has been allocated.
- Treating students with respect and developing appropriate relationships based on mutual trust with all students.
- Knowing all students as individuals; including medical history, family backgrounds, academic ability and progress.
- Developing and maintaining open lines of communication with students' families.
- Fostering an environment that is safe, inclusive and respectful of all.
- Participating in programs designed to improve the mental and physical health and wellbeing of students at Geraldton Grammar School.
- Participating in pastoral programs including home group, assemblies and House activities.

### **Behaviour Management**

The teacher will play a vital role in ensuring behaviours are respectful, positive, and inclusive by:

- Emphasising and fostering self-discipline.
- Encouraging a positive attitude and positive behaviour in students.
- Ensuring that students are aware of expectations in terms of behaviour.
- Role modelling positive behaviour and relationships.

- Dealing appropriately with individuals and groups whose behaviour or attitude is not acceptable.
- Following the school's stated policy and procedures by referring students to appropriate staff when necessary.

### **Professional Development**

The teacher will maintain a commitment to improving one's teaching and learning by:

- Keeping up to date with developments in the learning area.
- Maintaining relationships with professional associations.
- Participating, contribute and enacting school priorities.
- Participating in the school's Performance and Development program.
- Reflecting on teaching practice and engaging in steps to improving practice in line with (AITSL) standards.

### **Other areas including Workplace Health and Safety**

The teacher is required to:

- Be available for a variety of staff meetings and professional development activities on nominated days.
- Ensure that the classroom and its equipment are treated with respect by students and that the teaching area is neat and tidy when vacated.
- Ensure classrooms are locked and buildings are armed when vacated.
- Be involved in extra-curricular activities of the school which could include school camps.
- Maintain a manner of life that reflects adherence to and support for the beliefs, teachings, values, and attitudes of the school.
- Adhere to a standard of dress consistent with the stated requirements of the school.
- Comply with the school's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise the risk of injury to people and property in the workplace.
- Be responsible for your own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or another person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011.