



## Position Description

Kilvington Grammar School seeks a passionate and experienced teacher to join our school community. The teacher is to be highly skilled in designing and implementing relevant and engaging teaching and learning programs.

The teacher is responsible for enriching our educational environment by providing students with opportunities to fulfil their potential in intellectual, emotional, physical and spiritual pursuits.

## Key Responsibilities

- Implement learning activities that actively engage and extend students in meaningful educational experiences
- Differentiate learning programs to meet student learning needs
- Demonstrate contemporary knowledge and understanding of curriculum developments and practices
- Assist in assessing changing curricular needs and offer plans for improvement
- Maintain both formative and summative student reporting in line with the School's Continuous Online Reporting (COR) system
- Maintain effective and efficient record keeping procedures
- Communicate effectively, both orally and in writing, with students, parents and other professionals on a regular basis
- Establish and maintain cooperative working relationships with students, parents, and colleagues
- Assume responsibility for meeting his/her course and school-wide teacher and student performance goals
- Meet professional obligations through efficient work habits such as: meeting deadlines, honouring schedules, coordinating activities
- Fully participate in the pastoral care, sport, co-curricular and other special programs of the School
- Fulfil duty of care and other pastoral responsibilities with discretion and confidentiality

## Meetings

- Faculty Meetings
- Staff Meetings
- Professional Learning Meetings
- Year Level Meetings
- Other committees, the foci of which pertains to the role of a teacher

## Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures
- Engaged learners, differentiated program and excellence in teaching and learning.
- Effective, positive and cohesive working relationships with Learning Area, all other members of the School Community and relevant external bodies
- Contribution to the generation of ideas for improvement, change and innovation within the school

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- Effective day-to-day operation of the Learning Area, including demonstrated improvement of systems and processes
- Agreed initiatives implemented effectively and key performance targets achieved
- Timely provision of advice, support and reports to the Academic Head and/or Head of School
- Prompt, accurate and professional response to staff, student, parent and external bodies

### Working Relationships

#### A Teacher:

- Reports directly to the Academic Dean and/or Head of School
- Provides support and advice to other staff as required
- Liaises with external agencies and providers

### Qualifications

Strong academic qualifications in a relevant discipline from a recognised university, significant teaching experience and eligibility for registration with the Victorian Institute of Teaching.

### Knowledge, Experience and Skills

- Possesses strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve academic goals
- Demonstrated lesson and unit planning skills
- Excellent classroom management skills
- Demonstrated professional development
- Displays effective multi-tasking and time management skills
- Utilises all required and recommended Kilvington computer applications
- Operational knowledge of the Internet and digital technologies

### Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School
- Presents a professional and positive demeanor and is a solution orientated person
- Demonstrates high levels of confidentiality. Cultivates credibility and honesty
- Demonstrates a respect for and acceptance of difference in students, parents and staff
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute. Possesses a strong work ethic
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Demonstrates a commitment to the professional development of staff

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- Is flexible and has an ability to adapt and operate effectively in a engaging and evolving environment
- Shows a strong commitment to deliver exceptional service

#### Child Safe Statement

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School's Child Safety and Protection training program. The staff intranet contains copies of the School's Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

#### Additional Information

This position requires the teacher to work flexible hours. The incumbent will be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.