
Kilvington Grammar School
Position Description
Junior School Enrichment Teacher
(Maternity Leave Position .4 FTE)



Position Description

Kilvington Grammar School seeks a passionate and experienced Junior School Enrichment Teacher to join our school community. The Junior School Enrichment Teacher will work with Gifted and Talented students both individually and in small groups, delivering high-level and challenging classes as part of our Gifted and Talented program. The Junior School Enrichment teacher will work closely with the Gifted and Talented Coordinator, key staff and classroom teachers in the provision of quality education programs.

Key Responsibilities

- Teaching and facilitating learning activities that actively engage and extend students in meaningful educational experiences
- To differentiate learning programs to meet high-ability student needs
- To demonstrate contemporary knowledge and understanding of the characteristics of gifted and talented students
- To maintain effective and efficient record keeping procedures, including Individual Education Plans (IEPs)
- To communicate effectively, both verbally and in writing, with students, parents and other professionals on a regular basis
- To meet professional obligations through efficient work habits such as: meeting deadlines, honouring schedules, coordinating activities
- To fully participate in the pastoral care, sport, co-curricular and other special programs of the School
- To fulfil duty of care and other pastoral responsibilities with discretion and confidentiality

Meetings

- Faculty Team Meetings
- Staff Meetings
- Professional Learning Meetings
- Other committees, the foci of which pertains to the role of an Enrichment teacher

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures
- Provision and delivery of ongoing high quality enrichment programs for gifted and talented junior school students
- 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
- Effective day-to-day operation of the Learning Area, including maintenance of student data, record-keeping systems and processes
- Agreed initiatives implemented effectively and key performance targets achieved
- Prompt, accurate and professional response to staff, student, parent and external bodies

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Working Relationships

The Junior School Enrichment Teacher:

- Reports directly to the Gifted and Talented Coordinator, Head of Junior School and Deputy Principal
- Will work collaboratively with other JS Enrichment teachers
- Provides support and advice to other staff as required
- Liaises with external agencies and providers

Qualifications

Academic qualifications in a relevant discipline from a recognised university, significant teaching experience in Junior School Enrichment and eligibility for registration with the Victorian Institute of Teaching (VIT). Postgraduate qualifications in Gifted and Talented Education will be highly regarded.

Knowledge, Experience and Skills

- Possesses excellent oral and written communication skills
- Works as part of a team
- Accepts responsibility and is self-motivated
- Demonstrates strong work ethic to achieve academic goals
- Demonstrated Enrichment 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
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships
- Is flexible and has an ability to adapt and operate effectively in an 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.

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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 some 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.