POSITION DESCRIPTION

Classroom Teacher Traralgon Secondary School

Position Title: Secondary Teacher
Reports to: Head of Faculty/Head of School
Campus: Traralgon Secondary School
Commencement: January 2027

Primary Purpose

Classroom teachers are expected to be specialists in their chosen disciplines and be able to establish a strong rapport with their students. They should know both the material they are teaching and how best to impart this knowledge to the students in their care. They are expected to be supportive of the School's philosophies, direction and Christian ethos.

In their manner, attire, work ethic and ability to work collaboratively with their colleagues, they are expected to demonstrate the highest levels of professionalism. All classroom teachers are expected to work respectfully with colleagues and demonstrate work practices consistent with the Code of Conduct.

Teachers at St Paul's Anglican Grammar School are also expected to contribute to the development of students outside the classroom setting and, as such, are required to participate in excursions, camps and co-curricular activities. Each member of staff is also expected to carry out direct pastoral responsibilities in the role of mentor teacher.

Position in Context

All classroom teachers are accountable to their respective Heads of Faculty for the preparation and presentation of the curriculum. In regards to pastoral matters they are supported by Heads of Year. Both Heads of Faculty and Heads of Year report to the Head of School. The Head of School reports to the Deputy Principal and Principal.

Freedom to Act/Autonomy

Classroom teachers are expected to take initial responsibility for classroom management and the delivery of the curriculum in each of their classes. They are guided in this by the Heads of Year and Heads of Faculty. All classroom teachers are expected to comply with the School's Policies and Procedures and work as directed by the Principal or the Head of School.

Appraisal

Based on the Role Description and, more specifically, the Key Performance Indicators, the performance of classroom teachers will be appraised annually by the relevant Head(s) of Faculty.

Major Activities

1. Students
2. Parents
3. Staff Meetings and Professional Development
4. Curriculum and Reporting
5. Promotion of the School
6. Teaching Commitment and Other Duties
7. General

Major Duties and Responsibilities

1. **Students**

- Demonstrate sound classroom management practices and subject knowledge and impart that knowledge using appropriate methodologies;
- Take responsibility for the pastoral care of the students in their care on a day to day basis, paying attention to their spiritual, cultural, academic and social development;
- Monitor student progress through the timely setting and marking of student work requirements;
- Set appropriate tasks for students in a mixed ability classroom setting;
- Guide students who are behind with work requirements and homework tasks;
- Use formal and informal mechanisms to report regularly on student progress to parents and senior staff;
- Ensure that appropriate discipline procedures are followed and personally take charge of low-level discipline issues in the first instance before referring these to Heads of Year;
- Maintain a high standard of appearance and behavior amongst students;
- In consultation with the Heads of Year (and, where necessary, the Student Counsellor and the IEP Department) identify students with special needs;
- Implement the delivery of any special assistance that may be given to students in need;
- Liaise closely with the relevant Heads of Year to ensure the successful transition of students;
- Demonstrate an ability to integrate technology into teaching, where appropriate;
- Comply with VIT Code of Conduct and registration requirements.

2. **Parents**

- Communicate openly, keeping parents and families regularly informed of developments in the classroom and of student progress;
- Conduct interviews to discuss concerns as required;
- Provide meaningful feedback in Parent/Student information evenings;
- Attend special evenings and functions as required;

3. **Staff meetings and Professional Development**

- Participate in professional development activities both in and out of school hours;
- Actively contribute to the development of the curriculum through faculty meetings;
- Attend and participate in all staff meetings as required;
- Participate in the development of pastoral and academic policies.

4. **Curriculum and Reporting**

- Contribute to a strong teaching and learning environment through the writing of detailed curriculum plans, assessment and reporting documents at the direction of the relevant Head of Faculty;
- Meet reporting and curriculum deadlines;
- Monitor the curriculum program and maintain an awareness of pedagogical trends and developments;
- Explore innovative curriculum initiatives and programs and, where appropriate, make recommendations to the Head of Faculty regarding possible curriculum changes;
- Keep up to date knowledge of Middle and Senior School course requirements.

5. **Promotion of the School**

- Assist with, and attend, Open Days, Information Evenings and other promotional events as required;
- Discuss potential opportunities and ideas with the Marketing Manager

6. Full Time Equivalent* Teaching Commitment and other duties

- 45 periods per cycle;
- Conduct yard duty as required;
- Undertake the supervision of at least one 'extra' class per cycle;
- Supervise at least two co-curricular activities each year;
- Attend school camps, co-curricular activities and excursions as required.
- Attend Assembly and Pastoral time.

* *Note: Part-time staff members perform these duties on a pro-rata basis.*

7. General

- Supervise relevant detentions and suspensions as required;
- Check the tidiness of grounds and the condition of classrooms and buildings;
- Perform duties in accordance with the School's Emergency Management Plan.

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.
All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Maintain a safe and healthy environment and report any hazards in accordance with school procedures.
- Cooperating with measures introduced in the interest of workplace health and safety.
- Undertaking any training provided in relation to OH&S.
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and/or the necessary training and for which all necessary safety arrangements are in place.

Intellectual property

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

Intellectual Property Rights: all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential

Moral Rights: in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Salary and Conditions

Salary will be commensurate with years of teaching and experience.

General terms and conditions will be in accordance with the St Paul's Anglican Grammar School Certified Agreement 2023-2027 (or any subsequent updated agreement).

Key Contacts

Students
Parents
Heads of Faculty
Heads of Year
Heads of School
Principal

Information for Applicants

St Paul’s Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The School has approximately 2000 students and 350 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul’s Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Communities (PLC), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgement of applications via our website is preferred Careers | St Paul's Anglican Grammar School

Applications should include a cover letter, resume and the details of two referees.

Applicants seeking clarification or wishing to learn more about the position are encouraged to make contact for a confidential conversation.

Mr Joe Sheppard
Head of People and Culture
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(03) 5623 5833

Thank you for your interest in employment at St Paul's Anglican Grammar School.