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# POSITION DESCRIPTION



<b>Position:</b>	Classroom Teacher
<b>Faculty:</b>	Junior School
<b>Employment Status:</b>	Full-time, ongoing
<b>Reports to:</b>	Head of Junior School
<b>Classification:</b>	Academic

## Brisbane Girls Grammar School

Brisbane Girls Grammar School establishes the educational foundation for girls and young women to contribute confidently to their world with wisdom, imagination, and integrity. One of Australia's leading girls' schools, Brisbane Girls Grammar School is an academically non-selective independent school, established in 1875 as one of Queensland's original Grammar schools.

The School's curious, adventurous, and principled students are supported by a community of parents, alumnae and friends that values the finest traditions and aspirations in education.

## The Position

Classroom teachers hold a responsibility to the Principal to espouse the School's Aspiration and Intent in and out of the classroom. In collaboration with the Head of Junior School and the Year Level Coordinators, Classroom Teachers will oversee students' academic learning while nurturing individual care.

Every teacher is expected to actively participate in the Academic, Student Care, Outdoor Education and Co-curricular Programs, as these are essential for the holistic development of each student.

## Key Accountabilities

Duties include, but are not limited to:

- actively supporting the School's Aspiration and Strategic Intent
- effectively performing educational responsibilities, including (but not exclusive to) lesson planning and the writing of assessments and units of work as delegated
- using data to track student progress and as evidence to inform planning decisions
- ensuring a safe, warm and supportive classroom environment for all students
- actively contributing to the development of a friendly and professional learning culture
- role modelling punctuality and careful adherence to organisational deadlines
- helping build relationships that are based on respect and trust with students and staff, developing a sense of shared purpose, vision and values
- adhering to a holistic approach to academic care, liaising with the Head of Junior School and Year Level Coordinators as appropriate

- supporting teamwork through professional collaboration with colleagues
- actively participating in Junior School activities and deliberations, providing strategic input as appropriate
- supporting the appropriate use of Technology as necessary to support their learning
- actively seeking appropriate and timely professional development
- promoting the School within the broader community and other forums where appropriate
- maintaining confidentiality and behaving ethically at all times
- attending Parent Teacher evenings, Open Night and other key School Calendar events
- undertaking other duties, including student supervision, ground duty, school excursions, and supervision of exams, after-school care
- working knowledge of and adherence to all relevant School policies.

**The following National Professional Standards for Teachers form the basis of our professional practice:**

*Know their students and how they learn*

- Establishes and maintains positive, appropriate and supportive professional relationships with students
- Displays patience and empathy in all interactions
- Continually reviews teaching practices to achieve excellent outcomes.

*Know the content and how to teach it*

- Demonstrates comprehensive knowledge of their subject area/s and actively maintains currency in those areas
- Explicitly and implicitly differentiates learning experiences to provide opportunities for all learners
- Demonstrates knowledge of relevant Australian Curriculum and QCAA documents and approved School work programs.

*Plan for and implement effective teaching and learning*

- Implements best practice teaching and learning strategies appropriate to the learning of young girls
- Plans and organises lessons effectively; submitting lesson plans to supervising staff when required
- Integrates the effective use of technology in the teaching and learning experiences for students
- Adopts a collegial approach to Faculty and inter-Faculty projects and dialogue.

*Create and maintain supportive and safe learning environments*

- Fosters a learning environment founded on student motivation, engagement and achievement
- Establishes clear rules, expectations and boundaries for student behaviour
- Utilises effective classroom management strategies, consistent with the School Policies and expectations
- Maintains a class environment that is safe, educationally effective, and well-organised
- Ensures student presentation is tidy and appropriate at all times

- Actively supports and is involved in the Student Care program
- Liaises with Year Level Coordinators regarding student management issues
- Participates in, is committed to, and assists with House activities.

*Assess, provide feedback and report on student learning*

- Maintains consistency and accuracy in the grading, moderation and feedback of assessment items across all year levels
- Returns student work promptly in accordance with Faculty and School expectations
- Facilitates effective feedback through the School's system of continual reporting
- Communicates concerns with student achievement where appropriate, maintaining professional etiquette
- Meets deadlines regarding the submission of grades and reports as per established timelines.

*Engage in professional learning*

- Displays a professional commitment to self-improvement in discipline knowledge and effective teaching practices
- Participates in and meets requirements of the School's Professional Review Process
- Maintains currency of subject knowledge through external and internal professional development
- Satisfies minimum professional learning involvement to gain and retain QCT registration.

*Engage professionally with colleagues, parents/carers and the community*

- Maintains knowledge of School Policies and Procedures; supports and conforms to School Policies in the completion of responsibilities
- Meets standards of punctuality to assigned classes or responsibilities as delegated
- Meets relevant deadlines
- Maintains accurate class rolls according to School Attendance Policy
- Participates in meetings relevant to his/her role in the School
- Maintains a professional level of dress and appearance
- Maintains professional standards of communication with staff, parents and students using appropriate channels
- Is involved in coaching, organising or assisting with an approved School Co-Curricular activity, as negotiated with the Head of Junior School
- Adheres to guidelines and procedures for co-curricular activities
- Supports the Outdoor Education Program and participates in the camp program at Marrapatta, at least biennially, unless extenuating circumstances require an exemption by the Principal.

## **Health and Safety**

As an employee of Brisbane Girls Grammar School, you must take reasonable care of your health and safety and those around you, including fellow staff, students and members of our community. All staff are required to comply with any reasonable health and safety instructions, policies and procedures as initiated by the School and in accordance with the *Work Health and Safety Act 2011*.

## Qualifications, Experience and Competencies

- Relevant tertiary degree and teaching qualifications; a Masters' degree would be highly regarded
- Current Queensland College of Teachers registration or satisfy the necessary criteria to gain registration
- Demonstrated knowledge of the Australian Curriculum for Years 5 and 6, including literacy and numeracy knowledge
- Demonstrated ability to be innovative in curriculum design and lesson planning to ensure optimal student engagement
- Proven ability to understand diverse students' learning styles, demonstrating effective teaching outcomes
- Understanding of and interest in student wellbeing and development, particularly relating to students in Years 5 and 6
- Professionalism in dealing with sensitive student and parent matters
- Highly developed communication skills with the capacity to recognise and maintain confidentiality
- Demonstrated technological literacy across a range of applications
- Ability to liaise professionally with staff, students, parents and other colleagues
- Proven ability to work collaboratively and energetically within a high-performing School culture
- Exemplary professional presentation and manner
- Current First Aid and CPR certification preferred
- Anaphylaxis First-Aid trained preferred.

Note: This Position Description captures the scope and responsibilities of the role at a point in time, and responsibilities may evolve in accordance with the School's requirements.