



Rockhampton Girls Grammar School

Est 1892

POSITION DESCRIPTION

SECONDARY CLASSROOM TEACHER

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for over 120 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and profound values.

Rockhampton Girls Grammar School is a learning community founded on a commitment to *'Learning for Life'*. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

Women can achieve anything.

OUR MISSION

To enable each young woman to know her strengths and to enthusiastically embrace her future.

POSITION OBJECTIVE

All teachers at Girls Grammar are employed to provide the best possible education for each and every student. Teachers are expected to exhibit the highest standards of professional practice.

KEY CHARACTERISTICS

PERSONAL

- A genuine interest in the welfare, development and education of every student
- A belief in the potential of every child to become a well-adjusted, contributing and compassionate member of the community
- A commitment to professional and personal development
- Ability to work collaboratively with colleagues and communicate effectively with parents
- Commitment to Girls Grammar ethos and culture

CLASSROOM

- Knowledge of QSA policy and procedures
- NAPLAN/QCS preparation where required
- Implementation of the Girls Grammar Care program
- Ability to embed ICT within teaching and learning programs
- Ability to create attractive and positive learning environments which will actively engage students
- Proven ability to implement a variety of teaching strategies to cater for various learning styles and mixed abilities
- Preparation, documentation and delivery of teaching and learning programs
- Monitoring, tracking, evaluating, recording and reporting of student progress

OTHER DUTIES

- Promote the interests of Rockhampton Girls Grammar School
- Serve the School diligently and faithfully as directed by the Principal and School Executive
- Maintaining accurate records of student attendance, progress and assessment
- Attendance at scheduled events, parent teacher meetings and staff meetings
- Participation in playground supervision, school camps and the school's cocurricular program

ESSENTIAL COMPETENCIES

- Demonstrate understanding and commitment to the ethos of Girls Grammar
- Excellent ICT skills, including high level proficiency with relevant software
- Excellent interpersonal and problem-solving skills when liaising with colleagues, students, parents and with the public
- Ability to work both autonomously and within a team
- Undertake annual goal setting and professional review
- Have a working knowledge of the National Curriculum and the AITSL professional standards for teachers

WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilisation of appropriate personal protective equipment

MANDATORY REQUIREMENTS

Maintaining current Queensland Teacher Registration is a condition of employment at Girls Grammar.

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Principal may direct you to perform which could be reasonably considered relevant to the position.