



Rockhampton Girls Grammar School

Est 1892

ROLE DESCRIPTION

CLASSROOM TEACHER - SECONDARY

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 130 years.

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 CONTRIBUTION TO SOCIETY

At Rockhampton Girls Grammar School, we have an unwavering dedication to educate and nurture influential young women who contribute passionately and confidently to our diverse and ever-changing society.

OUR PURPOSE

Our purpose is to empower and inspire confidence in young women to create and embrace every opportunity.

OUR MISSION

Our mission is to foster a connected community that develops clever and confident young women.

OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- **Connection** - We foster meaningful relationships that create a strong, supportive community among students, staff, families, and alumni.
- **Integrity** – We uphold the highest standards of honesty, respect, and accountability, ensuring our actions align with our words.
- **Confidence** – We empower our students to believe in their abilities, embrace challenges, and lead with courage in all aspects of life.
- **Curiosity** - We inspire a lifelong love of learning, encouraging our students to ask questions, explore ideas, and seek solutions.
- **Traditions** – We honour the rich heritage of our school, embracing the values and practices that shape our unique identity.

OUR MOTTO

Non Scholae Sed Vitae - Not only for school but for life we are learning.

THE ROLE

Position Title: Secondary Classroom Teacher
Reports to: Director of Secondary
Date Prepared: 20 December 2024



POSITION OBJECTIVE

All teachers at Rockhampton Girls Grammar School play an important role in creating a positive, safe and encouraging culture for learning. Teachers are expected to develop and promote creativity and high order thinking skills to increase the performance of our students. Teachers are to exhibit the highest standards of professional practice.

ROLE ACCOUNTABILITY

LINE MANAGEMENT STRUCTURE					
Board of Trustees					
Principal					
Principal	Business Manager	Deputy Principal - Students	Deputy Principal - Studies	Head of Boarding	Facilities & Services Manager
- Business Manager - Deputy Principal – Studies - Deputy Principal – Students - Head of Boarding - Facilities and Services Manager - Executive Assistant - Marketing and Events Manager - Events Assistant - Enrolments Officer - Reception - Alumni Officer - Heritage Officer	- Accountant - Accounts Payable - Accounts Receivable - Uniform Shop Manager - Human Resources and Payroll Coordinator - Daily Organiser/Payroll Officer - Director of IT - IT Manager - Executive Finance Support Officer	- Director of Primary - Primary Teachers - Literacy Intervention Teacher - Relief Teachers - Director of Cocurricular - Cocurricular Assistant - Cocurricular Staff - Music Tutor - School Nurse - School Counsellor - Student Services	- Director of Secondary - Academic Support Officer - Subject Coordinator – English and Humanities and Social Science - Subject Coordinator – Mathematics and Science - Subject Coordinator – Languages, Technologies and Physical Education - Subject Coordinator – The Arts - Secondary Teachers - Learning Enhancement Coordinator - Teacher Aides - Laboratory Technician - Librarian - Executive Support Officer	- Boarding Administration Assistant - Boarding Supervisors - Indigenous Liaison Officer - Indigenous Education Officers - Cape York Leadership Program Tutors	- Workplace Health and Safety and Compliance Officer - Cleaning Manager - Cleaners - Laundry Attendant - Kitchen Manager - Cook - Kitchenhand - Waitress - Grounds and Maintenance Manager - Grounds and Maintenance Assistants - Transport Manager - Bus Drivers

TEACHING STAFF COMMITMENT

All teachers are expected to support our students in both curricular and cocurricular care. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning, and challenge and provide opportunities for students to have a whole of school experience. Staff must continue their professional development and participate in any mandatory training.

RESPONSIBILITIES AND DUTIES SUMMARY

TEACHING, LEARNING, ASSESSMENT AND REPORTING AND GENERAL DUTIES

- Punctually attend lessons, meetings and duties including supervision of covers and out of class duties within enterprise bargaining conditions.
- Maintain accurate records of student attendance.
- Have a comprehensive knowledge and understanding of the Australian Curriculum and QCAA QCE.
- Ensure planning, including unit overviews and lesson plans, align with the required curriculum and the School's programs, policies and procedures.
- Willingness and ability to implement the Rockhampton Girls Grammar Pastoral Care program.
- Ability to embed ICT within teaching and learning programs.
- Effectively use data to monitor, track, evaluate, record and report student progress in a timely and accurate manner.
- A commitment to providing an inclusive environment and an ability to differentiate and provide adjustments for individual learners.
- Provide regular, timely and effective feedback to facilitate individual student progress.
- Collaborate with colleagues including Director of Primary, Director of Secondary and the Executive to enhance learning outcomes for students.



- Participate in House and Sporting events.
- Participate in Professional Learning to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.
- Ability to teach Primary specialist subject areas where required.

DUTIES OUTSIDE OF SCHOOL HOURS

- Attend Parent/teacher interviews.
- Attend Presentation and Awards events such as Speech night, Investiture etc.
- Participate in weekly professional development sessions.
- Participate in other professional development as required.
- Attend events which promote the interests of Rockhampton Girls Grammar School.
- Be involved with cocurricular activities such as coaching a sporting team.
- Complete roving supervision duties.
- Attend school camps and participate in the cocurricular life of the School as required.
- Any other duties as reasonably directed by the Deputy Principal - Studies.

EXPECTED KNOWLEDGE, ATTRIBUTES AND COMPETENCIES

- Highly developed organizational, interpersonal and problem-solving skills.
- Proficiency in information technology.
- Professional leadership competence, ensuring behaviours/presentation reflect Girls Grammar expectations.
- Excellent communication and interpersonal skills.
- Exceptionally high levels of confidentiality and discretion.
- Commitment to and advocacy for, supporting the needs of diverse learners.
- Ability to work autonomously and as part of a team.
- A willingness to fully engage in annual goal setting and professional reviews.
- A comprehensive knowledge of the Australian Curriculum, and an understanding of the AITSL Professional Standards for Teachers.

KEY PERSONAL CHARACTERISTICS

- A genuine interest and commitment to the wellbeing, 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.
- An ability to work collaboratively with colleagues and communicate effectively with parents.
- Emotional resilience and conflict management skills.
- Excellent communication and interpersonal skills.
- A commitment to professional and personal development.
- Strong interpersonal skills and the capacity to develop and sustain productive relationships with students, parents, staff and other relevant stakeholders.
- A commitment to the Rockhampton Girls Grammar School ethos and culture.

MANDATORY REQUIREMENTS

The successful application is required to:

- hold a current Queensland College of Teachers registration;
- participate in professional learning to work on the continual improvement of their skills and knowledge;
- knowledge and understanding of the Australian Curriculum;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;



- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School employees are responsible and accountable for:

- ensuring their own health and safety by taking reasonable precautions;
- avoiding actions or omissions that may negatively impact the health and safety of others;
- following reasonable instructions to ensure compliance with the Workplace Health and Safety Act 2011;
- adhering to workplace health and safety policies and procedures;
- actively participating in workplace health and safety initiatives;
- identifying and reporting health and safety risks, accidents, incidents, injuries, and property damage; and
- properly using designated personal protective equipment.

APPRAISAL/ REVIEW CONDITIONS

As a member of the Rockhampton Girls Grammar School, you will be required to participate in regular feedback conversations and undergo an annual professional review with the Director of Secondary.

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 or Deputy Principals may direct you to perform which could be considered relevant to the position.

ACCEPTANCE

I, (Print Name) _____, accept the offer of
employment on the conditions stated above.

I acknowledge that I have received a copy of the Classroom Teacher Role Description.

Secondary Classroom Teacher
Rockhampton Girls Grammar School

Date