



# Rockhampton Girls Grammar School

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## ROLE DESCRIPTION

### 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 130 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and 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

To be known as an outstanding school in Regional Queensland that works in active partnership with students, staff, families and our community so that girls:

- are inspired, challenged and supported to be strong in mind, body and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning – 'Non Scholae, Sed Vitae'; and
- embrace the schools values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

### OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief and resilience to confidently embrace their futures.

### THE ROLE

Position Title:	Classroom Teacher (Prep – Year 12)
Employment Type:	Full Time
Reports to:	Deputy Principal - Studies
Subject Areas:	Spanish
Date Prepared:	24 November 2022

### POSITION OBJECTIVE

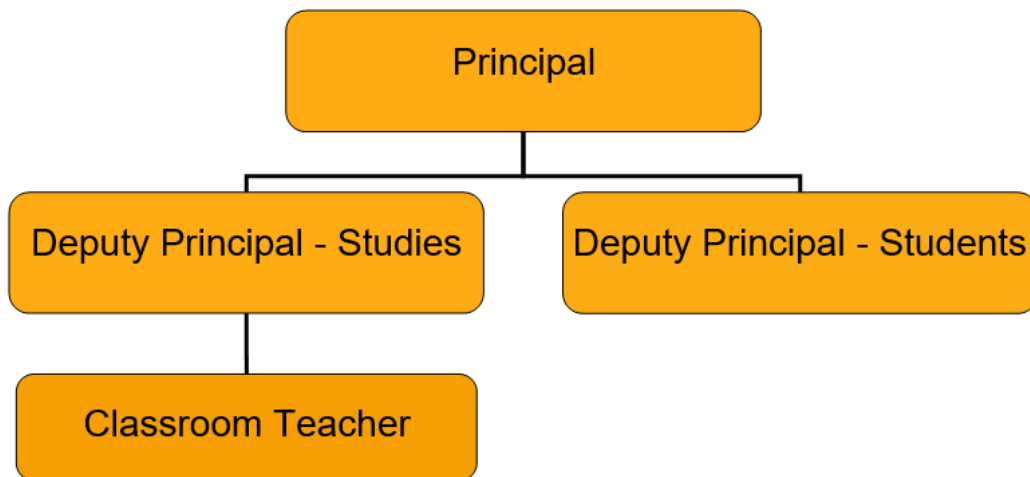
All teachers at Girls Grammar play an important role in creating a positive, safe and encouraging culture for learning. Teachers are expected to develop and promote creativity and high order thinking skills to increase the performance of our students. Teachers are to exhibit the highest standards of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

## TEACHING STAFF COMMITMENT

All teachers are expected to support our students in both curricular and cocurricular domains. Teachers are expected to support and extend the school's ethos and culture, foster in their students an 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.

## ROLE ACCOUNTABILITY

### Key Professional Relationships



## 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 enterprising bargaining conditions.
- Maintain accurate records of student attendance.
- Comprehensive knowledge and understanding of the Australian Curriculum and QCAA QCE.
- Ensure planning, including term overviews and lesson plans, aligns with the required curriculum and the School's programs, policies and procedures
- Willingness and ability to implement the 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 events.
- Participate in Professional Learning to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.

### Spanish Specific Responsibilities

- A comprehensive understanding of the Australian Curriculum – Spanish and an ability to teach Spanish at primary, middle and senior school levels (Years Prep – 12).

### Duties outside of school hours

- Parent/teacher interviews
- School events
- Professional Learning sessions
- Events which promote the interests of Rockhampton Girls Grammar School
- Involvement with co-curricular activities such as coaching a sporting team
- Attend school camps and participate in the cocurricular life of the School as required.

### ESSENTIAL COMPETENCIES

- ICT competency, including proficiency with relevant software.
- Excellent interpersonal and problem-solving skills
- 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 the AITSL Professional Standards for Teachers

### KEY PERSONAL CHARACTERISTICS

- A genuine interest and commitment to the wellbeing, development and education of every student.
- 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 Girls Grammar ethos and culture.

### WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow the compliance with the Workplace Health and Safety Act 2011;
- co-operating with any reasonable policy or procedure relating to health or safety;
- 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; and
- correct utilisation of appropriate personal protective equipment.

### MANDATORY REQUIREMENTS

Promote Rockhampton Girls Grammar School inside and outside the school community.

The successful applicant will have:

- expert knowledge and understanding of the Australian Curriculum and QCE Curriculum (or the ability to become so); and
- current Teacher Registration with the Queensland College of Teachers.

The successful application will agree to:

- adhere to the School’s Child Protection Policies, Staff Code of Conduct, policies and procedures; and
- report suspected cases of child abuse in accordance with the School’s policies.

**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 reasonably considered relevant to the position.

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**ACCEPTANCE**

*I, (print name)..... accept the offer of employment on the conditions stated above.*

*I acknowledge that I have received a copy of Classroom Teacher Position Description.*

*Signature: ..... Date:.....*