

## POSITION DESCRIPTION

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**POSITION:** Teacher  
**Reports to:** Head of Senior School

### Overview

Mentone Girls' Grammar has nurtured the minds and hearts of young women with a single-minded discipline since 1899. Our motto is 'Vero Nihil Verius' - *Nothing Truer Than Truth* - is the most precious value Mentone girls take into the world as women.

At Mentone Girls' Grammar, we believe in the potential of every child and their capacity to flourish when they are known, seen and heard. Our holistic education enables students to become confident, compassionate, and capable young women, boldly steering their futures in the direction that is right for them.

Our Senior School students are empowered to become compassionate, ethical, and intellectual leaders of tomorrow. With the guidance of our exemplary educators and the advantage of small class sizes, they develop confidence, capability, and self-worth - assets that serve them well beyond their senior years.

### Responsibilities and Duties

The responsibilities of a Mentone Girls' Grammar teacher include, but are not limited to:

- Planning and delivering engaging, student-centred lessons that reflect curriculum requirements, cater to diverse learning needs, and foster a positive and inclusive classroom environment
- Using data and feedback to evaluate student progress, inform teaching practice, and support individual learning goals
- Maintaining accurate records of attendance, assessments, and learning programs, and providing timely, constructive feedback to students and parents through school reporting systems
- Working collaboratively with teaching teams and leaders to develop curriculum, assessment materials, and online resources, with a focus on continuous improvement and innovation
- Actively supporting student wellbeing through participation in pastoral care, monitoring student progress, and communicating effectively with parents and relevant staff
- Building strong, respectful relationships with students, colleagues, and families, and contributing to a positive school culture that reflects the School's values
- Participating in co-curricular programs, House events, school camps and other school-wide initiatives that enrich student learning and connection
- Contributing to department and school meetings, reviews, and initiatives, and keeping informed about curriculum updates, school policies, and professional expectations
- Engaging in professional learning and reflective practice, including annual goal setting, teacher appraisal processes, and relevant training or accreditation
- Fulfilling administrative, supervisory, and general duties as required, and undertaking other responsibilities as directed by school leadership

### Essential Criteria

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- Current Victorian Institute of Teaching (VIT) registration
- Demonstrated subject expertise and ability to deliver high-quality, engaging learning experiences
- Commitment to student wellbeing and the holistic development of each learner
- Strong understanding of explicit teaching and formative assessment strategies
- Sound knowledge of the Child Safe Standards and mandatory reporting obligations
- Excellent interpersonal and communication skills, with the ability to build strong relationships with students, families, and colleagues
- Effective classroom management and the ability to create a positive, respectful and inclusive learning environment
- Strong organisational and time management skills
- Commitment to ongoing professional learning and reflective practice
- Compliance with required training and certifications, including First Aid, Anaphylaxis, Asthma and CPR
- Willingness to contribute to the co-curricular and broader life of the School
- Right to work in Australia

### Child Safe

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Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements
- A child safe policy which states a commitment to child safety
- A code of conduct that establishes clear expectations for appropriate behaviour with children
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Processes for responding to and reporting suspected child abuse
- Strategies to identify and reduce or remove risks of child abuse
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

### **Risk Management and Work, Health and Safety**

All staff are expected to take responsibility for maintaining a safe working environment and adhering to relevant safety protocols. This includes:

- Proactively identifying, reporting, and managing risks
- Complying with all relevant legislation, regulations, and codes of practice
- Performing duties in a manner that safeguards the health and safety of self and others
- Supporting and cooperating with workplace health and safety initiatives
- Following all School policies and procedures related to health, safety and risk management
- Participating in WHS training and activities as required
- Using personal protective equipment, safety devices, and training resources appropriately
- Maintaining positive and respectful working relationships with colleagues, in line with the School's expectations
- Immediately reporting any health and safety concerns or incidents to the relevant manager

### **Employment Conditions**

<b>Classification</b>	<i>Conditions of employment as per the Mentone Girls' Grammar School Enterprise Bargaining Agreement</i>
<b>FTE</b>	Full time ( <i>ongoing</i> )
<b>Other Conditions</b>	<p>Each term, student-free days (when student instruction does not occur) are allocated by the School for planning and administration, curriculum development, and student assessment and reporting. It is the expectation that this position attends these days to prepare for the term.</p> <p>There will be the requirement to attend for work for at least three weekdays known as Staff Days prior to the return of students at the commencement of the school year, except for Australia Day (or a day declared to be a holiday in lieu of Australia Day). These Staff Days are used for induction training, professional development training or in-service training.</p> <p>Actively participate in and contribute to camps, excursions, inter-House and inter-school sport, and any other extra and co-curricular activity which forms a part of the School's program as a provider of education.</p>
<b>Physical Capabilities</b>	Able to work for extended periods in a seated position, view a computer screen for extend periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying.
<b>Date Prepared:</b>	May 2025