



## Oakleigh Grammar

### Position Description

<b>Position Title</b>	Early Learning Centre (ELC) Teacher
<b>Campus</b>	77 – 81 Willesden Road, Oakleigh
<b>Appointed by</b>	Principal
<b>Responsible to</b>	ELC Coordinator
<b>Employment Type</b>	Part-time
<p><b>Position in context</b></p> <p>The ELC Teacher will be responsible for providing a happy, rigorous, inclusive, nurturing, encouraging, caring and safe learning environment where every student is challenged to achieve their personal best.</p> <ol style="list-style-type: none"> <li>1. Teaching, Assessment and Reporting</li> <li>2. Pastoral</li> <li>3. Any other relevant tasks particular to this specific role*</li> </ol>	

## **1. Teaching, Learning, Assessment and Reporting**

The ELC Teacher is responsible for:

- (a) Developing a stimulating, inclusive learning environment by using a variety of styles and approaches to cater for individual learning needs and learning styles.
- (b) Employing contemporary Information and Communications Technologies that enhance learning.
- (c) Using a variety of relevant and appropriate assessment and evaluation techniques to regularly assess student progress.
- (d) Employing a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process.
- (e) Participating in the preparation and maintenance of teaching resources and learning materials.
- (f) Providing regular, timely and positive feedback to each student on their progress.
- (g) Providing formal, interim and semester reports to parents and students that conform to the Oakleigh Grammar Reporting Style Guide.
- (h) Being available for, and participating in Parent/Teacher interviews.
- (i) Participating in Professional Learning so as to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.
- (j) Maintaining current understanding regarding changes and developments in curriculum as it applies to teaching areas.
- (k) Participating in faculty, sectional or Year Level committees while developing and maintaining effective professional partnerships with colleagues.

## **2. Pastoral**

The ELC Teacher is responsible for:

- (a) Participating in Year Level meetings and in Year Level activities.
- (b) Responding effectively and efficiently to student pastoral care issues.
- (c) Working with others to maintain a culture of inclusiveness and mutual respect that values the unique nature of each individual.
- (d) Maintaining an understanding of, and developing responses to, the special learning needs of all students.
- (e) Understanding, supporting and utilising the School policies regarding student management and harassment.
- (f) Participating in the management of students with allergies and other medical or psychological disorders.
- (g) Attending services of worship and assemblies of students as requested and supporting the Orthodox Education Program of the School.

### 3. Other duties

The ELC Teacher is responsible for:

- a) Maintaining effective, positive and cohesive working relationships with all members of the School community.
- b) Attending all timetabled lessons and other timetabled duties.
- c) Maintaining accurate records of student attendance using the technology adopted by the School.
- d) Completing administrative tasks, accurately and in a timely manner, including record keeping, using the technology adopted by the School.
- e) Taking 'extra' classes as negotiated (only a reasonable number per week as determined by mutual agreement).
- f) Attending staff meetings, pastoral meetings and other learning area meetings and briefings.
- g) Attending Presentation Night, Open Day and staff professional development activities.
- h) Supporting and complying with relevant legislative/regulatory requirements such as Occupational Health and Safety, Equal Opportunity, Discrimination, Harassment and Privacy.
- i) Supporting and complying with Oakleigh Grammar's policies and procedures as detailed on the Oakleigh Grammar Intranet.

### 4. Qualifications and skills

- a) Recognised teaching qualification and current teacher registration are mandatory.
- b) Understanding of children, stages of development, multiple intelligences and learning styles.
- c) Excellent communication and interpersonal skills.
- d) Sound working knowledge of the Australian Curriculum requirements and pedagogy
- e) Understanding of best practice in the education of boys and girls from the Early Learning stages through to VCE.
- f) Sound administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines.

*\*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Principal may assign duties for this position at his or her discretion depending on the operational needs of the School.*

## Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

### **All staff employed by the School are required to:**

- 1) Show evidence of a current **Victorian Institute of Teachers Registration** (or Provisional Registration) or **Working with Children Check**, as required.
- 2) Commit to the School's **Staff Code of Conduct, Mandatory Reporting and Staff Professional Boundaries Policies** by way of reading and taking part in an on-line questionnaire each year.
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.