



# Position Description

## Junior School Teacher

**OMNIA SUPERAT DILIGENTIA**

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

### *Our Vision*

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Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

### *Our Mission*

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Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

### *Our Aspiration*

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By 2022, our school aims to be an outstanding\* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(\*Outstanding - as defined by the National School Improvement Tool)

### *Our Values*

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- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

### *Location*

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Facsimile:	+61 7 3454 4480
Email:	<a href="mailto:principal@iggs.qld.edu.au">principal@iggs.qld.edu.au</a>
Website:	<a href="http://www.iggs.qld.edu.au">http://www.iggs.qld.edu.au</a>

<b>THE ROLE</b>	
<b>Position Title:</b>	Junior School Teacher
<b>Department:</b>	Academic
<b>Reports to:</b>	Head of Junior School
<b>Location:</b>	Ipswich Junior Grammar School
<b>Classification:</b>	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2018

### *Typical Duties/Skills*

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All employees of Ipswich Girls' Grammar School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time
- demonstrate support for the School's mission, vision and values
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative

Classroom teachers are responsible for:

- Preparation and delivery of teaching and learning programs within the frameworks in place in the school
- Monitoring, evaluating and reporting on student progress within the relevant curriculum area
- Maintaining accurate records of student attendance, progress and assessment
- Tracking and monitoring student achievement
- Using data analysis to inform classroom strategies for student improvement
- Fostering a supportive classroom climate which enhances student growth and confidence
- Attendance at parent teacher meetings, staff and department meetings and other scheduled meetings as required
- Pastoral and academic care of students
- Participation in grounds' supervision on a regular rostered basis

### *Your Opportunity*

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To plan and deliver the primary school curriculum in a safe, caring learning environment.

As a classroom teacher you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system

### *Your Role*

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**Key qualities of a classroom teacher**

- Willingness to support the values and aims of the School
- Ability to:
  - promote an environment of dynamic, active and challenging learning
  - implement current work programs in the classroom and willingness to participate in review and improvement of current programs
  - develop effective working relationships and rapport with students, staff and the wider school community
  - develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
  - use a wide range of teaching strategies to cater for diverse student learning needs and to effectively monitor student progress

- work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Communicate effectively both written and orally
- Implement the School's Pastoral Care and Positive Behaviour Learning Framework and promote positive learning conditions
- Provide a safe and supportive learning environment at all times
- Work professionally with administrators, staff, parents, and community
- Willingness to participate in:
  - professional development activities
  - co-curricular activities of the school
- Willingness and ability to use technology for teaching and communication
- Excellent classroom management skills
- Excellent organisational and time management skills
- ICT expertise
- Willingness to support students, both within and outside classroom learning.

#### Specific attributes

- Superior knowledge and understanding of the Australian Curriculum to effectively plan and implement unit plans
- Ability to utilise a wide range of pedagogical approaches
- Ability to plan, prepare and explicitly teach lessons aligned to unit plans, to meet the specific needs of students
- Ability to design and develop programs to cater to the needs of students
- Ability to instil in students the school values and expectations, and love of learning utilising the schools pastoral care framework
- Outstanding classroom management
- Knowledge and ability to implement Dimensions of Learning and Art and Science of Teaching and explicit instruction

#### *Formal Qualifications*

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Teaching qualifications from a recognised University or College

#### *Essential Requirements*

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Eligibility for registration with the Queensland College of Teachers

#### *Selection Criteria*

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Outlined below are the criteria that will be considered in the appointment of a Junior School teacher:

1. Demonstrated capacity and skills and/or experience teaching Prep to Year 6 students.
2. Capacity to integrate technology into effective classroom practice.
3. Capacity to plan and deliver engaging unit plans and lessons that maximise the learning outcomes for all students. Knowledge of the Dimensions of Learning Framework and New Art and Science of Teaching is advantageous, but not essential.
4. Demonstrate highly effective communication skills in both speaking and writing, and highly developed interpersonal, and human-relations skills to interact positively with staff, students and parents.
5. Demonstrate an ability to work collaboratively and be an effective team member.

**Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.**

#### *Authorisation*

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I hereby agree that this Position Description accurately reflects my work requirements.

Employee

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Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Principal**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date