



Position Description

Early Years Teacher

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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

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

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

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

- **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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THE ROLE	
Position Title:	Early Years Teacher
Incumbent:	
Department:	Academic
Reports to:	Director of EEC, Head of Junior School
Classification:	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021

Your Opportunity

To plan and deliver the Queensland Kindergarten Learning Guidelines and Early Years Learning Framework 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

Core responsibilities of a classroom teacher

- Preparation and delivery of teaching and learning programs within the frameworks in place in the School
- Monitoring, evaluating and reporting on student progress
- Maintaining accurate records of student attendance, progress and assessment
- Fostering a supportive classroom climate which enhances student growth and confidence
- Attendance at parent-teacher meetings, staff meetings and other scheduled meetings as required
- Pastoral and academic care of students

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
- Ability to implement current work programs in the classroom and willingness to participate in review and improvement of current programs
- Ability to develop effective working relationships and rapport with students and staff
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
- Ability to use a wide range of teaching strategies to cater for diverse student learning needs and to effectively monitor student progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Willingness to participate in professional development activities
- Willingness to participate in school events and activities
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication
- Working knowledge of ICT skills i.e. Interactive whiteboards

Specific attributes

- Expertise in teaching Kindergarten
- Knowledge of contemporary Early Childhood Practice
- Knowledge of government regulations and authorities in the childcare industry
- Knowledge and skills in the areas of:
 - Early Literacy and Numeracy
 - Running records
 - Developing programs of learning

- Jolly Phonics program
- Differentiating the curriculum
- Integrating various areas of the curriculum
- Knowledge of Dimensions of Learning framework (would be an advantage)

Other Typical Duties/Skills

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

Other duties:

- Preparation and delivery of teaching and learning programs within the frameworks in place in the School
- Monitoring, evaluating and reporting on student progress
- Maintaining accurate records of student attendance, progress and assessment
- 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
- Participation in grounds' supervision as per roster

Formal Qualifications

Bachelor of Education (Early Years) qualifications from a recognised University or College

Essential Requirements

- Eligibility for registration with the Queensland College of Teachers
- Kindergarten Teachers Recognition certificate from the Department of Education, Training and Employment

Selection Criteria

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

1. Demonstrated capacity and skills and/or experience teaching Pre-Prep.
2. Capacity to integrate technology into effective classroom practice.
3. Capacity to plan and deliver engaging lessons that integrate the Quality Teaching model and maximise the learning outcomes for students with diverse learning needs. Knowledge of the Dimensions of Learning Framework is advantageous, but not essential.
4. Demonstrate highly effective communication skills in both speaking and writing. Highly developed interpersonal, and human-relations skills in the context of relating to 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

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

Employee

Name

Signature

Date

Director of

People & Culture

Name

Signature

Date