



Position Description

Mathematics 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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Website:	http://www.iggs.qld.edu.au

THE ROLE	
Position Title:	Mathematics teacher with Senior Science as desirable second area.
Department:	Academic
Reports to:	Deputy Principal
Classification:	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021
Contract:	12-month, fixed term contract

Your Opportunity

As a Secondary School teacher, you will have responsibility to ensure that students gain the knowledge and skills they require to become effective learners, as well as:

- 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 in the School and wider communities.
- Attend staff development and training programs when, and if, appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

Typical Duties/Skills

Core responsibilities of a classroom teacher

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.
- Attending 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.

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 his representative.

Your Role

Specific attributes (to be read in conjunction with *Typical Duties/Skills*)

- Expertise in teaching General Mathematics, Mathematical Methods, and Science (Psychology)
- Expert knowledge of the Australian Curriculum and QCAA Mathematics and Science requirements.

Ability to:

- Instil in students a love and appreciation of subject areas.

- Plan, prepare and explicitly teach effective lessons to enable students to develop their knowledge and skills to achieve strong academic outcomes.
- Ensure developmentally appropriate skills and activities are implemented.
- Differentiate the curriculum by employing a variety of instructional techniques and strategies aligned with instructional objectives, to meet the needs of all students.
- Analyse student progress and provide appropriate instruction.
- Maintain accurate and complete records.
- Ensure assessment requirements and guidelines are always followed.
- Maintain and improve professional competence.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker, and students
- Always ensure that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training.

Formal Qualifications

- Teaching qualifications from a recognised university or college
- Eligibility for registration with the Queensland College of Teachers

Essential Requirements

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.
- Expertise in their subject area(s).
- 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.
- 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 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 as well as the co-curricular activities of the School.
- Excellent communication, time management and organisational skills.
- Willingness and ability to use technology for teaching and communication.

How you will be assessed

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

1. Demonstrated capacity and skills and/or experience teaching General Mathematics and Mathematical Methods.
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 and The 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 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