



# Position Description

## Classroom 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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Address:	82 Chermside Road EAST IPSWICH QLD 4305
Telephone:	+61 7 3454 4447
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>	Classroom Teacher
<b>Incumbent:</b>	
<b>Department:</b>	Academic
<b>Reports to:</b>	Deputy Principal, Dean of Studies
<b>Classification:</b>	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021

### *Typical Duties/Skills*

All employees of Ipswich Girls' Grammar School including Ipswich Junior 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

#### **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 within the relevant curriculum area
- Maintaining accurate records of student attendance, progress and assessment
- Responsible for 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

#### **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
- Willingness to participate in co-curricular activities of the School
- Excellent organisational skills
- Willingness and ability to use technology for teaching and communication

### *Your Opportunity*

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 in the school and wider communities
- Attend staff development and training programmes 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

## *Your Role*

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

- An understanding of the new QCE framework
- Knowledge and skills in the areas of QCAA Syllabus and assessment, work programs, reporting requirements

### Ability to:

- Instil in students a love and appreciation of learning in all its forms
- Plan, prepare and explicitly teach lessons using components of an effective lesson to help students 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, in order 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 followed at all times
- Maintain and improve professional competence

## *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 Secondary School teacher:

1. Demonstrated capacity and skills and/or experience teaching in a Secondary School.
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. 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*

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

**Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Principal**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date