



## Position Description

<b>Position title</b>	Early Childhood Teacher
<b>Address</b>	77-81 Willesden Road Oakleigh VIC 3186
<b>Appointed by</b>	Principal
<b>Responsible to</b>	Director of ELC
<b>Employment type</b>	Full time

### Overview

Oakleigh Grammar is a highly reputable Christian co-educational ELC to Year 12 School located in the South-Eastern suburbs of Melbourne.

Oakleigh Grammar values education that goes beyond academic development. At its core, the School is dedicated to building compassionate, confident and active lifelong learners espousing all students to have a zest for life.

### Our Values

**Humility** – We promote the quality of having a modest or low view of one's importance.

**Aspiration** – We promote the notion of hope and ambition in all that we and others do.

**Respect** – We promote due regard for the feelings, wishes and rights of others.

**Kindness** – We promote the quality of being friendly, generous and considerate.

### Primary Purpose of the Role

The Early Childhood 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. Duties include:

- Teaching, Assessment and Reporting.
- Pastoral.
- Any other relevant tasks particular to this specific role.



## Teaching, Learning, Assessment and Reporting

The Early Childhood Teacher is responsible for:

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

## Pastoral

The Early Childhood Teacher is responsible for:

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



## Other Duties

The Early Childhood Teacher is responsible for:

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

## Qualifications and Skills

- Recognised teaching qualification and current teacher registration are mandatory
- Understanding of children, stages of development, multiple intelligences and learning styles
- Excellent communication and interpersonal skills
- Sound working knowledge of the Australian Curriculum requirements and pedagogy
- Sound administrative and organisational skills with the ability to manage competing demands and priorities to meet deadlines.



## Expectations of Staff

Oakleigh Grammar staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Oakleigh Grammar staff members are required to:

- Treat each other with courtesy and respect;
- Respect the right of each person to learn/work without disruption;
- Accept responsibility for their own progress development;
- Accept responsibility for maintaining safe, clean, and pleasant surroundings;
- Demonstrate self-respect and uphold Oakleigh Grammar's reputation through their appearance and actions;
- Understand and abide by all child safe principles;
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment;
- Support the vision, and values of the School;
- Support and respect the Christian Orthodox ethos of the School;
- Contribute to and support the strategic directions of the School;
- Support all Oakleigh Grammar's policies and procedures;
- Obey the law.

*This Position Description is a guide only. The Principal may assign duties for this position at his discretion depending on the operational needs of the School.*

*Flexibility Clause: The ELC Teacher may be required to attend events outside of normal working hours at the discretion of the Principal or as necessitated by school-related activities. This may include evenings, weekends, and occasional holidays. The ELC Teacher is expected to demonstrate flexibility and availability to fulfill job duties that may extend beyond standard working hours.*



## Child Safe Standards

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. 1359.

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:**

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

Mark Robertson

### **Principal**

B Ed, M Ed St, AMACEL, MACE, AFAIM, MAICD

April 2024

