



POSITION DESCRIPTION

POSITION:	Teacher
KEY RELATIONSHIPS:	This position reports to the Head of Commerce in the first instance. All positions at the School ultimately report to the Principal.
POSITION STATUS:	Part-time (0.7 – 0.8 FTE), ongoing role to commence Term 1, 2022
PRIMARY FOCUS:	CGGS teachers have a passion for teaching, combined with excellent interpersonal and communication skills. Teachers are able to demonstrate enthusiasm and energy and have an excellent understanding of contemporary practice and the changing educational landscape. This position requires the ability to teach VCE Legal Studies.

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW'S WOMAN

Our Vision

A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.



STAFF OBLIGATION TO CHILD SAFETY

All staff at CGGS take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 "Child Safe Standards - Managing the risk of child abuse in schools". The CGGS Commitment to Child Safety is incorporated into the School's employment cycle from recruitment and reference checking to induction, six and twelve-monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Mandatory Reporting Policy.

CHILD SAFETY EXPECTATIONS FOR TEACHERS

All teachers at CGGS must ensure that at all times their students have a child safe learning environment. Each and every interaction that a teacher has with a student will be conducted with child safe standards in mind, understanding the CGGS child safe policies and procedures. This specifically relates to all student interactions in the classroom, outdoors, excursions, incursions, co-curricular lessons and events, School carnivals, School camps, and parent involvement activities.

THE ROLE

The position is a classroom teaching role. The role of the teacher is to develop and implement the Australian Curriculum consistent with the School's philosophy, policies and practice. It is expected that CGGS teachers respect and support the School's ethos, values, policies and procedures while working with loyalty and commitment to the School.

KEY DUTIES & RESPONSIBILITIES

1. Teaching

- Conduct well prepared lessons that address individual differences and engage and challenge students
- Provide prompt feedback to students through a variety of assessment procedures: record, students and report, both verbally and in written form, the progress of individual students
- Participate in cross-marking of student work to ensure consistency and to determine grade cut offs for assessment tasks
- Utilise appropriate technology
- Work collaboratively and constructively with all staff in the Commerce department and across the School
- Model excellence in teaching practice as outlined in our By Design learning architecture
- Be responsive to contemporary and global educational trends in reflecting on and improving teaching practice

2. Curriculum and Resource Development

- Deliver the CGGS curriculum to appropriate year levels and contribute to curriculum development within the department
- Ensure that lessons meet the Australian Curriculum requirements and are documented as required through the school's Learning Management System
- Contribute to the development and documentation of curriculum, teaching and assessment materials within the subject(s) taught

3. Professional Learning

- Participate regularly in professional learning
- Prepare and implement an annual professional learning plan in accordance with school priorities and individual learning needs
- Be reflective of own professional practice within the changing educational landscape and emerging pedagogical trends

4. General Administration and Other Activities

- Support the aims and ethos of the School
- Keep abreast and adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms, school rules and the safeguarding of children
- Set a good example in terms of dress, punctuality and attendance



- Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Day, excursions, assemblies and services,
- Be actively involved in the School's co-curricular program
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
- Supervise student teachers as required
- Act as a mentor for staff members as required

5. Other duties as appropriate to the position

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 870 "Child Safe Standards – Managing the risk of child abuse in schools" and CGGS Child Safety Code of Conduct
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Attend staff meeting/s as scheduled each term
- Meet expectations as set out in the CGGS Staff Handbook

KEY PERSONAL ATTRIBUTES

- Commitment to valuing each student's individuality and catering for their personal needs in learning
- Demonstrated love of teaching and passion for Accounting/Commerce and girls' education
- Loyalty and commitment to the School, students and staff
- High level interpersonal skills and proven ability to work collaboratively within a team
- Self-motivated and goal orientated
- Commitment to achieving best practice
- The ability to be discreet and maintain confidentiality
- A proven aptitude for the use of digital learning technologies
- Well-developed skills of time management, organisation and initiative
- Commitment to Professional Learning and delivering best practice
- Resilience, sound judgment and problem-solving skills

QUALIFICATIONS

Essential Criteria:

- Tertiary degree and Commerce teaching qualifications
- Current VIT Registration
- VCE experience in teaching Legal Studies up to and including Year 12 is essential
- Ability to teach Years 8-10 Commerce
- First Aid qualification (HLTAID003)
- CPR qualification (HLTAID001)
- Anaphylaxis Awareness & Management (compliant with Ministerial Order 706)
- Asthma qualification
- Fully immunised against COVID-19

Desirable Criteria:

- Post graduate qualifications



APPLICATIONS

All applications should be sent via email to:

Erin Cowell/Fiona Lear
Director of Human Resources
employment@cggs.vic.edu.au

CLOSING DATE

Thursday 25 October 2021 at 4pm

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs of the School.

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