

## POSITION DESCRIPTION

### Teacher

---

#### Peninsula Grammar Background

Peninsula Grammar is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others. Peninsula Grammar has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

The School is a leader in the field of Positive Education which is best described as traditional education plus approaches that nurture wellbeing and promote mental health. Underpinned by the science of positive psychology, the School's wellbeing program encourages students to focus on the good things happening in their lives and by so doing, aims to increase their levels of resilience and optimism.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Management Team, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

The Senior Management Team consists of the Principal, the Deputy Principal – Student Wellbeing, the Deputy Principal – Learning & Development, the Business Manager, the Heads of Senior Years, Middle Years, Junior Years and Early Childhood Education, and the Director of International Operations.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the Aims and Philosophy of the School in the course of their work.
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development.
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills.
- Maintain confidentiality and support for the School.
- Maintain professional competence and current knowledge in educational trends.
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Management Team. The appointee to this position will be required to undergo a biennial performance review in accordance with the School Professional Review and Development Program.

### Role of Teacher

The role of the teacher at Peninsula Grammar is to nurture the educational and developmental needs of each student to ensure that she/he realizes her/his potential in the spiritual, academic, cultural, physical and emotional domains within a caring Christian community.

**Teachers at Peninsula Grammar are:**

- ▶ Supportive of the Educational Philosophy of the School
- ▶ Committed to the school's Positive Psychology/Positive Education philosophy
- ▶ Active in promoting and modelling Christian values
- ▶ Contributors to a caring and supportive community
- ▶ Focused on the needs of the school's clients
- ▶ Facilitators of positive and productive community relationships
- ▶ Active participants in the professional learning community
- ▶ Focused on developing a culture of excellence
- ▶ Committed to the holistic education of the students in their care
- ▶ Continuously improving their teaching practice and professional knowledge base

***The teacher is appointed by and acts under the direction of the Principal, through the School Management Team.***

**The Peninsula Grammar teacher will:**

***Demonstrate the use of Effective Teaching and Learning practices by:***

- ▶ Engendering in students a love of learning
- ▶ Establishing an affirming learning environment which fosters the development of initiative, independence and intellect
- ▶ Modelling the appropriate character strengths and utilising gratitude and validation in classroom teaching practice
- ▶ Maintaining a teaching focus on excellence in student learning outcomes
- ▶ Catering for differing student learning styles and stages of development
- ▶ Integrating technology into classroom teaching practice as appropriate
- ▶ Developing in students the ability to think creatively and critically and the skills of life-long learning
- ▶ Effectively managing classroom time, lesson planning and assessment schedules
- ▶ Ensuring that the classroom models purposeful learning for all students
- ▶ Seeking out and using a variety of teaching strategies appropriate to student's individual learning needs
- ▶ Employing effective classroom management strategies

***Demonstrate knowledge and skills in Curriculum Design and Program Development and Review by:***

- ▶ Contributing to collaborative planning and decision making within the subject department
- ▶ Assisting in the development and implementation of Positive Education initiatives and/or activities in the classroom or workplace
- ▶ Developing appropriate teaching material and assessment items
- ▶ Meeting record keeping, reporting and student profiling expectations and deadlines
- ▶ Preparing work programs and units of work as required
- ▶ Establishing practices of regular review of programs and resources
- ▶ Appropriately caring for and maintaining school resources.

***Support the school Code of Conduct and discipline program by:***

- ▶ Being alert to and immediately challenging instances of harassment, prejudice and inequity
- ▶ Being alert to and acting upon instances endangering student safety
- ▶ Being punctual and diligent in playground and other supervisory duties
- ▶ Encouraging students to meet expectations for appropriate behaviour

- ▶ Maintaining right and proper relationships with students
- ▶ Being courteous, firm, consistent and fair in dealings with students
- ▶ Challenging inappropriate behaviour and disciplining students as appropriate
- ▶ Responding appropriately to breaches of the School's behaviour management and uniform policies
- ▶ Presenting and conducting her/him in a manner consistent with the School ethos and policies.

***Demonstrate commitment to the school's philosophy to balanced and holistic education by:***

- ▶ Positively promoting the School both within the School community and in the wider community
- ▶ Contributing to the development of a positive psychology culture in the classroom/workplace
- ▶ Attending School functions as appropriate
- ▶ Establishing positive relationships with parents and family members
- ▶ Promoting positive home/school partnerships which support student learning and development
- ▶ Reporting regularly on academic, cultural, sporting and personal development to students, parents and guardians
- ▶ Responding promptly to parent or student concerns
- ▶ Supporting the School co-curricular activities, House competitions, and service, sporting and cultural programs, as appropriate
- ▶ Engendering in students pride in and commitment to the school
- ▶ Participating in co-curricular activities including camps, excursions and retreats as required

***Establish supportive and positive relationships with students which reflect the values of the School community and provide quality pastoral care by:***

- ▶ Modelling exemplary behaviour reflective of the values and ethos of the School
- ▶ Developing mentoring relationships with tutor group students
- ▶ Facilitating student learning and personal development by establishing clear and consistent expectations and routines
- ▶ Modelling appropriate conflict resolution and negotiation skills to staff and students
- ▶ Demonstrating the school community's values in all relationships and interactions with students
- ▶ Participating in the development, implementation and regular review of the School pastoral care program

***Demonstrate commitment to Professional Growth and Development by:***

- ▶ Actively contributing to the professional learning community through reflection, research and scholarship
- ▶ Maintaining and continuously improving subject discipline knowledge, skills and pedagogy
- ▶ Maintaining and enhancing a deep understanding of how students develop and learn
- ▶ Participate in the School Professional Review and Development Program as required
- ▶ Support colleagues in the implementation of their Professional Review and Development Program
- ▶ Demonstrating a willingness to initiate and innovate in teaching and learning practice
- ▶ Maintaining and enhancing technological competence as appropriate to subject areas and duties
- ▶ Modelling a commitment to the pursuit of lifelong learning
- ▶ Engaging regularly with professional networks and associations
- ▶ Actively contributing to collegial activities with peers

***Comply with School Board and Occupational Health and Safety policies and procedures by:***

- ▶ Following School Board policies as required
- ▶ Following safe working procedures developed for the School
- ▶ Ensure all health and safety regulations are adhered to
- ▶ Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace
- ▶ Complying with purchasing guidelines for health and safety when ordering plant, equipment and chemicals

***Comply with Child Safety Standards by:***

- ▶ Ensuring all student safety standards and mandatory reporting requirements are adhered to
- ▶ Attending all training and maintaining compliance with all child safety legislation, standards and regulations
- ▶ Completing all mandatory training in timely manner
- ▶ Escalating and reporting all matters related to student safety immediately

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at that point in time.

**Professional Review**

This Position Description is intended as a framework for professional review.