



## Position Description

<b>Position title</b>	Teacher
<b>Address</b>	77-81 Willesden Road Oakleigh VIC 3186
<b>Appointed by</b>	Principal
<b>Employment type</b>	Full time / Part 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 essential role of a Teacher at Oakleigh Grammar is to provide a happy, rigorous, inclusive, nurturing, encouraging, caring and safe learning environment where each student is challenged to achieve their personal best in accordance with the Oakleigh Grammar School Operational Plan, the Strategic Plan and Christian Ethos of the School.

The Teacher is required to work in a collegiate manner in partnership with fellow teachers and members of the Oakleigh Grammar Community.



## Teaching, Learning Assessment and Reporting

The 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;
- Understanding and applying the Oakleigh Grammar Teaching and Learning Model;
- 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 leading teams and developing and maintaining effective professional partnerships with colleagues;

## Pastoral

The Teacher is responsible for:

- Participating in Year Level meetings and in Year Level activities;
- Responding efficiently and effectively 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 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 Christian Studies Program of the School.



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## General Duties

All Teachers at Oakleigh Grammar are 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;
- Diligently undertaking yard duty and other supervision duties as requested;
- 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;
- Undertaking other duties, which from time to time may reasonably be required, within the scope of the classroom teacher's role as directed by the Principal or his/her delegate.

## Co-Curricular

The School has a co-curricular program. Oakleigh Grammar feels this is an essential element of the education for each student. The School does not see this as an 'extra-curricular' program but rather as part of the expectation for all students. A teacher at Oakleigh Grammar is encouraged to participate in two co-curricular activities per year. These co-curricular activities could include coaching sport, drama and debating.

## Qualification and Skills

### Required

- Current VIT Registration;
- The right to work in Australia;
- Depth of knowledge of the relevant subject area;
- Understanding of children, stages of development, multiple intelligences and learning styles;
- Understanding of best practice in the education of boys and girls (from the Early Learning stages through to VCE);
- Understanding of current theory in teaching and learning pedagogy and pastoral welfare;
- Good understanding of learning technologies and their application to enhance learning;



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- Good understanding of contemporary technologies as they apply to modern classroom and familiarity with relevant subject specific and Microsoft Software applications;
- High level teaching skills, with relevant capacity to provide a dynamic and pro-active student-focused teaching environment;
- Capacity to work with multi-ability groups;
- Capacity to provide innovation in education;
- Efficient organisation;
- Clear communication;
- Leadership;
- Problem solving and decision making;
- Capacity to contribute positively to the School's co-curricular program.

### Attributes

- Compassion, patience, initiative and flexibility;
- Capacity to work as part of a team;
- Capacity to model good leadership;
- Willingness to take part in School's co-curricular program;
- Demonstrated commitment to professional and lifelong learning;
- Commitment to uphold and contribute to the Orthodox ethos of the School;
- Capacity and willingness to contribute to the vision and mission of Oakleigh Grammar.

### 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.
- Commitment to uphold and contribute to the 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.*



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*Teachers 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. Teachers are 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, GAICD

February 2026



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