

Position Description

Position title	Early Childhood Teacher
Address	77-81 Willesden Road Oakleigh VIC 3186
Ap 0266153ind6	

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 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.

