

## Position Description

Position title	Teacher
Address	77-81 Willesden Road Oakleigh VIC 3186
Appointed by	Principal
Employment type	Full time – FTE 1.0

## Overview

### 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



## 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 'extracurricular' 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

- Depth of knowledge of the relevant subject area;



## Child Safe Standards

Oakleigh Grammar has a zero

