



Position Title:

Teacher

Overview

Mentone Grammar is a ELC -12 co-educational School. The School is structured into 4 campuses – Eblana (Kinder to Year 4), Bayview (Years 5 to 8), Greenways (Year 9) and Frogmore (Years 10 to 12).

The School is an open-entry school drawing students from local bayside suburbs as well as other suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth.

Nature of Role

This position is a classroom-teaching role reporting to the Principal through the Head of Campus or other associated Position of Responsibility.

It is expected that teachers at Mentone Grammar will be sympathetic to the ethos of the School and work in the true spirit of the School. The basic function of a teacher is one of the development and implementation of curriculum consistent with the philosophy, policy and practice prescribed by the School.

Main Responsibilities and Accountabilities

Teaching Practice

The teacher is responsible for:

- The delivery of the Mentone Grammar curriculum to appropriate year levels
- Attending to the individual needs of the students
- Planning a developmentally appropriate educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student
- Creating flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and discover
- Adopting practice that reflects innovation and creativity in design and implementation
- Creating an engaging environment
- Encouraging and contributing to Mentone Grammar being a healthy and safe place of work

Teachers are expected to:

- Demonstrate classroom control skills to enhance the learning of all students
- Be sensitive to students experiencing personal, social or organisational problems
- Liaise with colleagues and parents, in a timely manner, concerning the individual students
- Maintain appropriate records
- Take care of resources / facilities and report maintenance issues
- Set / mark / return appropriate class work and homework relating to disciplines
- Proofread their own reports including grammar and spelling check
- Work within a “buddy system” for report writing, to ensure all reports are double checked



Curriculum and Resource Development

Teachers are expected to:

- Participate in the creation, development and evaluation of curriculum
- Will encourage and contribute to Mentone Grammar being a healthy, safe place of work
- Use existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum
- Keep up-to-date with curriculum and resource development
- Participate in ongoing professional development and the process of professional review
- Support school regulations / policy

General, Administrative and Other Activities

Teachers can expect to be called upon to:

- Attend campus and school functions as required
- Be available to attend the entirety of all Parent Teacher Interviews
- Attend School meetings / Campus meetings
- Be involved in the pastoral system and undertake the role of Mentor
- Participate in sporting activities
- Be involved in co-curricular programs
- Undertake yard and other supervision duties as required
- Attend excursions, as required
- Supervise student teachers and actively participate in their learning
- Perform additional duties as requested by the Principal

Occupational Health & Safety Responsibilities

Teachers are expected to:

- Cooperate with others in relation to actions taken by the School to comply with Occupational Health and Safety legislation
- Report hazards and incidents
- Participate in relevant training and induction sessions
- Take reasonable care for your own and your colleagues' health and safety

Additional Information

Mentone Grammar has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Mentone Grammar to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

This role must comply with Mentone Grammar's child safety policies and related policies and procedures (including the Code of Conduct and Mandatory Reporting Policy), upholding the overarching principles and values set out, conducting themselves in accordance with the commitments to take all reasonable steps to promote the safety of children.



Key Relationships

Directly reporting to:

- Head of Faculty

Associated relationships with:

- Principal
- Deputy Principal
- Head of Campus
- House / Year Coordinator

Position Requirements: Knowledge and Experience

- Tertiary qualification in Education
- Current Victorian Institute of Teachers (VIT) registration
- Demonstrated experience in teaching within a school

The Principal reserves the right to vary the appointment process to meet the needs of the School.