

JUNIOR SCHOOL TEACHER (YEARS F - 6)

POSITION DESCRIPTION

BACKGROUND

Casey Grammar School is a Foundation to Year 12 School with a proven reputation for providing quality education. We encourage students to succeed academically, personally, spiritually and socially on their journey towards excellence. We value the ideals of compassion, integrity, inclusion, respect and excellence. We take great pride in offering a warm, nurturing and natural environment to provide our students with an exceptional all-round education. We foster a love of learning and an informed awareness of the Christian faith.

Our campus has modern facilities to enhance learning and meet the ever-changing needs of schooling while our highly trained teaching staff work with dedication and a true commitment to the growth of each and every student.

OUR COMMITMENT

- To provide our students with a broad and balanced education by encouraging participation in as many learning areas as possible.
- To encourage and enable students to recognise and value their gifts and talents and to develop these in appropriate ways.
- To encourage students, through their exposure to Christian teachings, to explore issues of faith, spirituality and values.
- To encourage students to develop and appreciate the important place which integrity, respect, tolerance and compassion have within the context of a modern society.

ROLE DESCRIPTION

To carry out the teaching duties and responsibilities across the four broad inter-related areas of curriculum, classroom organisation, professionalism and school expectations as listed.

The School is committed to ensuring child safety and has zero tolerance for child abuse.

KEY RELATIONSHIPS

Reports to: The Principal and Head of Junior School.

Liaises with: Head of Junior School Teaching and Learning, Head of Sub School, classroom teachers, specialist teachers, students, parents and support personnel.

DUTIES & RESPONSIBILITIES

CURRICULUM

- Plan an engaging learning program that fosters creativity, independence, collaboration and curiosity with clear connections to student interests, prior knowledge and experiences.
- Create overviews and detailed sequential planning documents demonstrating a thorough knowledge of curriculum.
- Develop, implement and evaluate school planning documents in line with the Victorian Curriculum 2.0.

- Work collaboratively and in a supportive manner with colleagues to develop consistent planning documents.
- Use a range of assessment techniques to identify individual needs and learning progression.
- Maintain accurate and detailed student data records.
- Use student data to measure growth, inform teaching practice and cater for individual differences.

CLASSROOM ORGANISATION AND MANAGEMENT:

- Create and maintain an effective and innovative classroom environment conducive to contemporary teaching and learning.
- Foster a flexible learning space that prompts independent and collaborative learning.
- Encourage students to strive for excellence.
- Nurture an environment that embraces the School's values of compassion, integrity, inclusion, respect and excellence.
- Implement positive classroom management strategies in accordance with school policies and values.
- Provide effective timely feedback to students.

PROFESSIONALISM:

- Align daily practice with the School's ethos, vision and values.
- Maintain and implement current knowledge of research based contemporary teaching and learning pedagogy.
- Participate actively in Professional Learning in line with the School's Strategic Plan.
- Demonstrate strong interpersonal skills and an ability to build authentic, collaborative relationships.
- Engage in professional dialogue with colleagues within a supportive collegial team working toward common goals.
- Maintain student, staff and parent confidentiality.
- Contribute openly and engage in the life of the school.
- Demonstrate punctuality and meet scheduled deadlines.

SCHOOL EXPECTATIONS:

- Encourage students to be fully involved in curricular and extra-curricular activities.
- Communicate with parents about student progress and wellbeing in written reports and at parent-teacher interviews.
- Complete administrative requirements associated with classroom teaching efficiently and effectively.
- Contribute to the co-curricular program.
- Demonstrate a positive and active presence in all scheduled meetings and professional interactions.

Other duties from time to time as may be required by the Head of Junior School or Principal.

SELECTION CRITERIA

- Strong understanding of the developmental needs of Junior School aged children
- Knowledge and understanding of best practice in education
- Skilled in creating a warm, welcoming and productive classroom environment
- Ability to foster and promote positive relationships with all stakeholders (students, colleagues, parents and the wider community)
- Ability to work cooperatively and collaboratively as part of a team
- A role-model of lifelong learning

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

- University qualifications in teaching

- Registered with VIT
- First Aid qualifications (an advantage but not a requirement)
- A strong communicator
- A capable decision maker
- Excellent organisational skills
- Ability to meet deadlines
- Excellent time management
- A role model of the School's values of respect, inclusion, compassion, integrity and excellence
- A productive member of a team

Casey Grammar School is an Equal Opportunity Employer and provides a smoke free campus.

Casey Grammar School is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Protection Policies.

AUTHORISATION

Prepared and authorised by:	Principal
Approved by:	Principal
Date:	September 2025

ACKNOWLEDGEMENT

I acknowledge that I have read, understand and commit to the responsibilities and key areas detailed above.

Signed:

Name:

Date: