POSITION DESCRIPTION

POSITION: Junior School Library Teacher

KEY RELATIONSHIPS: This position reports to the Head of Junior School. All positions at the School ultimately report to the Principal.

POSITION STATUS: Part-time (approximately 0.4), Ongoing, Commencing Term 1, 2020.

PRIMARY FOCUS: CGGS teachers demonstrate a passion for teaching with excellent interpersonal and communication skills. All teachers must be enthusiastic and energetic with an excellent understanding of current practice, and highly effective time management skills. A strong working knowledge of the Australian Curriculum is essential.

CAMBERWELL GIRLS GRAMMAR SCHOOL – EDUCATING TOMORROW’S WOMAN

Our Vision
A leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission
A Christian school in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values
We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Strategic Pillars
- Inspired Learning
- Global Citizenship
- Development of the Whole Person
- Leadership in Educational Practice
- Connected Community
- Operational Excellence

Our Motto
‘Utilis in Ministerium’ (Useful in Service)

CHILD SAFETY COMMITMENT
All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

CGGS STAFF OBLIGATION TO CHILD SAFETY
All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 870 “Child Safe Standards”. The CGGS Child Safety Commitment is incorporated into the School’s employment cycle from recruitment and reference checking to induction, 6 and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct Years 7 to 12, Child Safety Code of Conduct Foundation to Year 6 and Mandatory Reporting Policy.
CHILD SAFETY EXPECTATIONS FOR JUNIOR SCHOOL TEACHERS
Junior School Teachers must ensure that at all times their students have a child safe environment in which to learn and play. Each and every interaction that a Junior School Teacher has with a student will be conducted with child safe standards in mind, having understanding of the CGGS child safe policies and procedures. This specifically relates to all student interactions in the classroom, playground, excursions, incursions, co-curricular lessons and events, School carnivals, School camps, and parent involvement activities.

THE ROLE
The position is a Library classroom teaching role. The fundamental role of the teacher is to develop and implement the Australian Curriculum consistent with the School's philosophy, policies and practice. It is expected that CGGS teachers will respect and support the School's ethos, values, policies and procedures while working with loyalty and commitment to the School.

KEY INTERNAL CONNECTIONS

**Reporting directly to:**
- Head of Junior School

**Associated Relationships:**
- Principal
- Head of Library
- Junior School Deputy Heads and Team Leaders
- Junior & Senior School Staff
- Professional Services Team
- Health Staff
- Chaplain

**KEY DUTIES & RESPONSIBILITIES**

1. **Teaching**
   - Plan an educational program which fosters a love of reading, books and literature that is able to inspire the Junior School community to read
   - Conduct lessons that address student individual differences and are thoroughly prepared, designed and differentiated to engage and challenge Early Learning – Year 6 students
   - Create flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and actively promote different types of literature
   - Adopt a teaching practice that reflects innovation and creativity in design and implementation in the Junior School Library
   - Work actively with the CGGS Library Team when planning and implementing all classroom programs and events in the Junior School and have a thorough knowledge and passion of literature
   - Work with teachers to develop on-line resources for information skills lessons
   - Work collaboratively with all Ormiston staff, especially with other specialist teachers

2. **Curriculum and Resource Development**
   - Participate in the design, development and evaluation of curriculum documents across all year levels in literacy
   - Deliver the CGGS Literacy Curriculum that is age-appropriate across all year levels and meets the Australian Curriculum requirements
   - Utilise innovative technology resources when taking Library classes, including on-line databases and research skills
   - Contribute actively to the development of curriculum, teaching and assessment materials and to keep up to date with all curriculum and literacy resource developments
3. **Pastoral Care**
   - Care for the students in their class in a way that reflects the CGGS vision and values
   - Be sensitive to students experiencing personal, social and/or organisational issues
   - Implement strategies for getting to know, and follow the progress of, each student in class
   - Work actively with colleagues and parents concerning a pastoral group
   - Consult with Team Leaders and the Head of Junior School as necessary

4. **Professional Development**
   - Participate regularly in professional development activities and the process of professional staff review
   - Prepare and implement an annual professional development plan in accordance with school priorities and individual learning needs
   - Attend appropriate seminars, workshops and courses in consultation with the Head of Junior School

5. **General Administration and other activities**
   - Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
   - Attend and contribute to meetings for subject, faculty and staff and parent-teacher meetings, school events, Open Day, excursions, assemblies and services. For instance, celebrating Book Week each year
   - Take a strong interest and support the weekly Junior School Book Clubs
   - Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students
   - Supervise students when the Junior School Library is open during lunchtimes
   - Mentoring staff members as required

6. **Other duties as appropriate to the position**

**KEY PERSONAL ATTRIBUTES**
- A love of teaching and a passion for education
- A strong interest in working with children
- High level interpersonal skills and proven ability to work collaboratively in a team
- Excellent technical competence and skills
- Positive and flexible attitude
- Enthusiasm and energy
- Self-motivation
- Commitment to achieving best practice
- The ability to be discreet and maintain confidentiality
- Well-developed skills of time management and organisation

**PROFESSIONAL EXPECTATIONS**
- Demonstrate commitment to Ministerial Order No. 870 “Child Safe Standards – Managing the risk of child abuse in schools” and CGGS Child Safety Code of Conduct
- Have a shared responsibility for risk identification of child abuse, and be well-prepared in how to respond to child safety concerns
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Meet expectations as set out in the Staff Handbook
- Participate in the School Review process in order to continuously improve knowledge and practice
QUALIFICATIONS

Essential Criteria:
- Tertiary degree in Education
- Experienced classroom teacher
- VIT Registration
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
- First Aid qualifications
- Child Safe Standards policy commitment and signed acceptance
- Disability Standards for education qualifications

Desirable Criteria:
- Post graduate qualification/s
- Teacher Librarian experience in a Junior School preferred

APPLICATIONS

All applications should be sent via email to:

Erin Colwell / Fiona Lear
Director of Human Resources
employment@cggs.vic.edu.au

CLOSING DATE

Wednesday 11 September 2019, at 4.00pm.

Any applications received after this time will not be considered.

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs of the School.