



**Position title:** Teacher  
**Reporting to:** Head of Faculty  
**Prepared:** March 2024

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### Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

### Values

**Respect** – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

**Caring** – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

**Resilience** – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

**Service** – We work voluntarily to help others without expecting anything in return.

**Discipline** – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

**Endeavour** – We strive to do well even if it’s hard work. We have the courage to stand up for what we believe in.

**Integrity** – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

### Primary Purpose of the 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 institution and work in the true spirit of the institution. 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

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- 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
- Participate in the creation, development and evaluation of curriculum



- 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

- Attending Campus and School functions as required
- Facilitating Parent Student Teacher Interviews
- Attending Faculty, School and Campus meetings
- Undertaking the role of a Mentor
- Participating in Campus activities and events
- Undertaking yard duty and other supervision as required
- Attending excursions, as required
- Performing additional duties, as requested by the Principal

### Key Relationships

Faculty Coordinator and Head of Faculty	Principal
Deputy Principal	Head of Campus
House Coordinator	Year Coordinator

### Qualifications

#### Required

- A track record of delivering excellent VCE outcomes in English
- Tertiary qualification in Education
- Current Victorian Institute of Teachers (VIT) registration
- Demonstrated experience in teaching within a school
- Working with Childrens Check

#### Desired

- A breadth of Year 7-12 teaching experience
- Empathetic nature with an agile approach to engaging with students overall

### Knowledge, Skills and Personal Attributes

- An innovative approach to teaching and experience with engaging students across many different learning capabilities and a keen interest in this aspect.
- Polished communication skills with a high attention to detail

### Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues



- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

### Child Safe Standards

**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.**

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

**Mentone Grammar Policies can be found at: [www.mentonegrammar.net/policies](http://www.mentonegrammar.net/policies)**

### Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.