



MENTONE GRAMMAR

POSITION
DESCRIPTION

Position title: Teacher - Primary

Reporting to: Head of Campus

Prepared: October 2025

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

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

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.

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”.

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

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

HAPPY HEALTHY HIGH ACHIEVING.



Primary Purpose of the Role

This position is a classroom-teaching role reporting to 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.

- Participating in the creation, development and evaluation of a rigorous curriculum and associated resources
- Delivering the Mentone Grammar curriculum to appropriate year levels, in line with the School's Learning and Teaching Framework
- Attending to the individual needs of each student, using the School's data platform and learner profiles to understand their background and learning needs
- Delivering a developmentally appropriate educational program which fosters the social, emotional, cognitive, physical and spiritual growth of each student
- Creating engaging and flexible environments that support learning, enabling students to question, engage, reflect, experiment and discover
- Using the school's digital platforms to support learning
- Adopting practice that reflects innovation and creativity in design and implementation
- Having high expectations for all students
- Keeping up-to-date with curriculum and compliance requirements
- Participating in ongoing professional development and the process of goal setting and review
- Supporting school regulations / policy
- Engaging with families through formal and informal reporting mechanisms
- Maintaining the highest standards of professionalism

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 including Learning Journeys
- 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

Principal	Deputy Principal
Head of Campus	Deputy Head of Campus
Head of Teaching and Learning	

Qualifications

Required

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

Desired

- Teaching experience in Upper Primary years.

Knowledge, Skills and Personal Attributes

- An innovative approach to teaching and experience with engaging students across many different learning capabilities
- Polished communication skills with a high attention to detail
- Demonstrates the ability to prioritise tasks, manage competing deadlines, and maintain attention to detail in a fast-paced environment.
- Works well in a collaborative environment, actively contributing to team success and promoting an inclusive, respectful, and supportive workplace culture.

Mentone Grammar Policies and Procedures

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 takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing as all students deserve to learn in a calm and focused environment where they feel safe.

The School has established strategies, practices, policies and procedures in order to comply with Ministerial Order 1359 and to embed a culture of child safety within the School.



Mentone Grammar appreciates that a student safe environment looks different for every student, and in delivering this, supports and respects the cultural safety of Aboriginal and Torres Strait Islander students, students from culturally and/or linguistically diverse backgrounds, as well as students with a disability, students who identify as LGBTQIA+, those with challenging home situations or who are otherwise vulnerable.

All Staff members, volunteers and contractors within Mentone Grammar share in responsibility for the prevention of child abuse and must:

- Have an understanding of Ministerial Order 1359
- Take all reasonable steps to protect children from abuse
- Adhere to all Mentone Grammar policies and procedures regarding child safety
- Adherence to the School Student Safety Code of Conduct
- Demonstrate behaviours in line with the Mentone Grammar values and Child Safe Standard requirements
- Report any instances of child abuse
- Promote a physical and online environment that is supportive of all children and their needs
- Empower students on their rights and decisions affecting them
- Promote an inclusive and safe child safe environment for all

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.