



Position title: Secondary Teacher
Reporting to: Head of Faculty
Prepared: June 2026

Overview

Mentone Grammar sets the benchmark for outstanding coeducation from Kindergarten to Year 12. The School is open entry, drawing students from local Bayside and surrounding suburbs. Our renowned Together-Apart-Together model, supported by our campus structure, creates the ideal environment to support students at every age and stage, which has resulted in strong growth and a thriving coeducational community. Mentone Grammar is committed to empowering every student to find their own definition of 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.

Primary Purpose of the Role

This position is a classroom-teaching role reporting to the Principal through the Head of Faculty or other associated Positions 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.

- Deliver the Mentone Grammar curriculum in line with the School's Learning and Teaching Framework
- Foster productive relationships with students that balance high expectations with a genuine care and interest in the individual
- Plan and deliver a developmentally appropriate educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student

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- Attend to the individual needs of each student, seeking opportunities to personalise their learning and promote student agency
- Differentiate teaching to cater for students with diverse learning needs
- Conduct assessments and maintain appropriate student records
- Engage with families in a timely manner, including participating in community events such as Parent Student Teacher Interviews and Information Evenings
- Use the School's data platform to understand the background of each student and track growth
- Create flexible and inclusive learning environments that enable students to engage, reflect, experiment and discover
- Adopt practice that reflects innovation and creativity in design and implementation, using appropriate digital technologies to support growth
- Engage in reflective practice, implementing high impact teaching strategies underpinned by Dylan Wiliam's Formative Assessment Framework and assessing their impact on student learning
- Adopt a disposition of collaboration, developing curriculum, sharing resources, observing colleagues and keeping what is best for students at the heart of all discussions
- Keep up-to-date with current curriculum and participate in ongoing professional development and the process of professional review
- Support school regulations / policy and undertake appropriate compliance training

General, Administrative and Other Activities

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

- Attend Campus and School functions as required
- Facilitate Parent Student Teacher Interviews
- Write Semester reports
- Attend Faculty, School and Campus meetings
- Undertake the role of a Mentor
- Participate in Campus activities and events
- Undertake yard duty and other supervision as required
- Attend excursions and Learning Journeys, as required
- Performing additional duties, as requested by the Principal

Key Relationships

Head of Faculty	Director of Learning and Teaching
Head of Learning and Teaching	Head of Campus
House Coordinator	Year Level Coordinator

Experience, Knowledge, Skills and Personal Attributes

- A willingness to teach across multiple year levels
- 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
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

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Qualifications

Required

- Tertiary qualification in Education
- Current Victorian Institute of Teachers (VIT) registration
- Relevant Australian work rights

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

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.

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