

## POSITION DESCRIPTION

<b>Position:</b>	Head of Humanities
<b>Reports to:</b>	Director of Teaching and Learning
<b>Employment type:</b>	Three-year fixed term (ongoing teaching position)
<b>Applications close:</b>	Tuesday 8 September 2020
<b>Commencing:</b>	January 2021

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### Purpose of the Position

To ensure that the Humanities Department constructs and teaches curriculum where every student is inspired and challenged to improve their skills and understanding.

### A Great Place to Work

Girton Grammar School in Bendigo is a leading independent school for boys and girls catering for around 1,100 students from Prep to Year 12 in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The School is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the School apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known and their individuality is respected.

### Outcomes

The Head of Humanities will be responsible for achieving the following outcomes:

1. Curriculum is developed, monitored, implemented and evaluated to meet the needs of students.
2. Staff are recruited, managed and developed to achieve optimal performance.
3. Assessment and feedback strategies are of the highest standards and have a direct impact on improving the quality of teaching and learning.
4. Student reports are well written.

5. Reports and records are maintained in accordance with legislative and School requirements.
6. Services are managed within the approved budget.
7. Compliance with all statutory and legislative requirements.

From time to time, the Head of Humanities will be required to undertake other duties, as directed by the Director of Teaching and Learning or the Head.

### Essential Qualifications/Skills

- Appropriate tertiary qualifications
- Victorian Institute of Teaching (VIT) registration
- Professional curriculum knowledge
- Effective delivery of teaching and learning programs
- Strong interpersonal skills
- Commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children, including children with diverse needs and backgrounds
- Commitment to student wellbeing
- Strong skills in the use of information and communication technologies (ICT), especially as they relate to teaching and learning
- Sound organisational and planning skills
- Commitment to co-curricular activities.

### Teaching at Girton Grammar School

Girton Grammar School values the development in each student of the skills which underpin intellectual growth.

Inherent is a deep respect for the various academic disciplines, which provide the analytical tools through which to describe, interrogate, understand and expand a student's view of the world. Creativity, curiosity, collaboration and communication are key elements that contribute to intellectual growth and future achievement. Discernment and critical awareness are vital in a world where information is prolific but needs to be

tested. Within this context, students will acquire the habits of mind necessary to support their academic growth and success.

Teachers at Girton Grammar school are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.

Teachers are at all times responsible to the Head for duties relating to effective teaching, student welfare and other duties.

Teachers are expected to support the School's aims, policies, procedures and philosophy, all of which are outlined below.

## Teaching and Learning

Girton Grammar School's [Statement of Effective Student Learning](#) articulates the role teachers are expected to play in the learning of its students.

## Student Wellbeing

Girton Grammar School's [Statement of Effective Pastoral Care](#) outlines the role teachers are expected to play in the care and nurturing of each student.

## Co-Curriculum

Teachers are expected to participate in the School's Co-Curriculum program, as directed by the Head of Co-Curriculum.

## Other Duties

Teachers are required to:

- Attend promptly and actively supervise students whilst on yard duty and during other activities
- Attend School staff meetings, departmental meetings and other meetings, as scheduled
- Attend parent teacher interviews
- Attend Speech Night and other designated significant School activities
- Attend School Outdoor education Camps or other Curriculum Camps, if required
- Consult with the Heads of Department and the Heads of House, when necessary
- Work safely and report any hazards in accordance with School procedures
- Carry out the administrative requirements of the School

- Other duties, as variously required by the Head.

## Additional Information

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for performing their duties in accordance with legislative and policy requirements.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

## To Apply

To apply, submit your CV along with a cover letter of no more than two pages to the Head [employment@girton.vic.edu.au](mailto:employment@girton.vic.edu.au).

For further information related to this position, please contact the Director of Teaching and Learning, Patrick Chin-Dahler [patrickchindahler@girton.vic.edu.au](mailto:patrickchindahler@girton.vic.edu.au)



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