



IVANHOE
GRAMMAR SCHOOL
courageous and kind

University Campus
Year 9 Teacher positions and additional responsibilities

1. Year 9 Teacher positions

About the positions

Positions are available at Ivanhoe Grammar School's University Campus for teachers who are passionate about teaching adolescents and keen to add fresh thinking and insight in a hybrid school-university experience. The Campus will promote collaborative teams for both staff and students, so we are looking for genuine collaborators. Teachers who think deeply about the craft of teaching, who are innovators, and who are committed to continual improvement are strongly encouraged to apply.

We are looking for full-time (1.0) ongoing Teachers in the areas of English, Mathematics, Science, Languages, HPE and Humanities to commence November 2018 and to be located at the University Campus. The ability to teach more than one subject will be an advantage. All Academic staff at the University Campus will report to the Head of University Campus and are responsible for ensuring students are provided with appropriate levels of pastoral care and the effective delivery of all academic programs and co-curricular activities.

About you

As a current member of Ivanhoe Grammar School's exceptional staff, you will already possess the attributes, qualities and values of our School. You will have the essential knowledge and expertise in your subjects and teaching excellence. At the University Campus there will be a focus on collaboration, innovation and the ability to foster creativity, independent thinking and deep learning through varied pedagogical approaches. To succeed at the University Campus, you will possess an openness to explore possibilities for learning in a hybrid school-university experience and the ability to:

- Plan and teach using a project-based approach
- Facilitate and design effective group work
- Work closely with groups of teachers to create flexible student groupings that maximise learning opportunities
- Demonstrate excellence and adopt a proactive, innovative approach to adapting instruction and lessons based on individual student needs
- Scaffold instructional activities that facilitate engaging and appropriate learning opportunities
- Provide opportunities for student engagement through Voice and Choice
- Create relevant and authentic learning experiences
- Showcase student work as part of the learning process
- Be an effective classroom manager (Responsive Classroom, Positive Discipline, Care and Logic)
- Work collaboratively in various teams to develop a dynamic learning environment

- Coach and support the personal and professional development of colleagues at University Campus and their teams
- Reflect deeply about the craft of teaching and develop innovative approaches to cater for the Year 9 learner
- Use a variety of evidence to inform teaching and learning practices.

About mentoring

The influence and importance of a mentor in contributing to the wellbeing of the students is paramount, ensuring that each student in their Mentor Group is known and cared for. Mentors play a key role in getting to know each of their students; understanding their strengths and weaknesses; and responding to their needs.

The University Campus mentor will encourage each student's spiritual, academic, and social and personal development by promoting a Mentor Group atmosphere in which the values of Ivanhoe Grammar School are maintained, focusing on building a culture of mutual respect and equitable practice. In conjunction with the Head of House at the University Campus, Year 9 teachers will supervise and deliver a personalised mentoring program.

In the role of mentor you will:

- Establish a first point of contact with families of the students in their Mentor Group
- Assist students to develop and implement an appropriate plan for academic improvement
- Be directly responsible and accountable for the pastoral care and general management of the students in their Mentor Group
- Monitor student progress
- Support the fulfilment of University Campus expectations regarding student appearance, behaviour, courtesy, respect and responsibility and monitor student compliance
- Follow up concerns and complaints about student behaviour and academic progress with relevant staff and parents
- Promote and participate in House and co-curricular programs
- Be actively engaged in all Campus activities.

2. Additional Responsibilities

2.1 Student Wellbeing at the University Campus

The opportunity exists for a Teacher at the University Campus to undertake responsibilities for the wellbeing of our Year 9 students. In this capacity you will be a member of the Campus Executive responsible for ensuring students are provided with appropriate levels of personal, futures and academic mentoring.

You will work closely with the Head of Campus to ensure the proper and careful management of student wellbeing and behaviour, including apply best pastoral care practices and a focus on the successful transition of students between Years 8 and 10. You will provide day-to-day advice and support to the Head of Campus on student wellbeing and academic progress issues. You will be able to critically and quickly assess situations to determine importance, urgency and risks, and make clear decisions which are timely and in the best interests of the students.

This role supports and upholds the School's values and culture throughout the year level through house and co-curricular programs. You will make a significant contribution to the induction and transition to successful integration of new and incoming Year 9 students, including developing class lists with Heads of House. In supporting the wellbeing of our students you will be responsible for ensuring that communication with staff, parents and administration is professional and timely.

Other responsibilities include:

- Design, develop and implement wellbeing and resilience programs and awareness raising to develop the social and emotional wellbeing of students, particularly in Positive Education, Growth Mindset and mindfulness
- Ensure effective provision of wellbeing services to students and families by encouraging and fostering effective working relationships between the various student support services, including School Psychologist, School Chaplains, School Nurse, Heads of House
- Facilitate case management meetings to identify students with welfare, learning, social/emotional, health or family issues, including being a member of the incident management team
- Design, develop and implement regular staff professional learning of social and emotional core competencies to inform pedagogy and learning strategies
- Enable student voice, leadership and participation.

2.2 Heads of House at the University Campus

The opportunity exists for four Heads of House at the University Campus to undertake responsibilities for establishing and maintaining an appropriate tenor across the year level. In this capacity you will be a highly visible leader at the Campus fostering excellent relationships with colleagues, parents and students, responsible for overseeing the work of mentors and teachers in their responsibilities for pastoral care, discipline, health and wellbeing of students.

Build and promoting House Spirit and the University Campus culture, you will role model behaviour and act as a leading mentor for a class of students. You will actively monitor academic progress of students ensuring students are provided with appropriate levels of personal, futures and academic mentoring and act to identify needs or modify existing actions.

Working closely with the Head of Campus, Student Wellbeing coordinator and Student Services staff you will monitor student wellbeing, to identify the needs of individual students and to develop appropriate, tailored programs to meet their needs. With a growth mindset you are mindful in your approaches and committed to raising awareness of mindfulness, developing and encouraging growth mindsets in our students.

Other responsibilities include:

- Supervise and coordinate a personalised mentoring program which ensures that all students participate in mentoring meetings regarding their personal wellbeing, their academic progress and their future pathway
- Ensure School discipline policies are implemented and procedures followed, including high standards of student engagement, behaviour and uniform
- Design, develop and implement House-based events, programs and initiatives and ensure and encourage student participation
- Ensure clear, regular and proactive communication occurs between School and parents, particularly in the early transition to University Campus and particularly the integration of new students.

2.3 Learning and Engagement at the University Campus

The opportunity exists to manage delivery of the School's commitment to our students and parents to delivering a hybrid school-university experience at the University Campus while working closely with the Head of Campus. Ensuring that students are provided with an outstanding, engaging and memorable year is critical to the School and to the success of both our students and the University Campus as a whole is central to this role. Ensuring that all facets of the hybrid school- university experience at the University Campus operate optimally and complement each other is also critical.

You will be a member of Campus Executive working closely with La Trobe University at managerial and operational levels to ensure the smooth operation of all transdisciplinary units, IGNITE and other units that require engagement with La Trobe University, including managing bookings and all operations with La Trobe University. You will build an excellent understanding of who the key stakeholders at La Trobe University are and your excellent interpersonal and networking skills will see you forge new relationships with La Trobe University staff that benefit the School and lead to the development of new opportunities and programs for students. You will continually look to improve teaching practices and student experiences, always maximising student learning.

You will have a clear understanding of, and strong empathy for, the philosophies of the Middle Years and have a thorough knowledge of project-based/inquiry learning.

Other responsibilities include:

- Oversee the organisation of all trips and experiences in the Culture block
- Coordinate all outside providers
- Assist with management of Celebration and transition weeks
- Manage the Duke of Edinburgh Scheme program at the University Campus
- Membership of the incident management team

2.4 Operations at the University Campus

The opportunity exists for a highly organised and efficient manager of operations at the University Campus to manage the Campus timetable and Daily Organiser program and undertake responsibilities for addressing staff absences and Casual Relief Teachers (CRTs). Your excellent interpersonal skills will see you build relationships with all staff to ensure the successful administration of operations at the University Campus. In this capacity you will be a member of the Campus Executive responsible for developing, maintaining and reviewing supervision rosters including, yard duty and at all times in the allocation of any duties be mindful of School policies and individual staff needs and circumstances.

To fulfil this role you must be available and on the University Campus every morning before School commences. You will manage daily administrative tasks such as selecting replacement teachers to cover teacher absences, lesson cancellations, student absences, student excursions. You will liaise closely with colleagues to ensure there is work for classes effected by teacher absences. You will liaise with School Administrative staff, including Finance, Information Technology and Human Resources, to ensure proper administration of CRTs such as proper induction of CRTs, current VIT registrations, current personal records, accuracy in time recording by CRTs, access to resources.

In this role you will be apprised of the School's policies and procedures as they relate to health and safety, risk management and employment and will liaise closely with Administrative staff to ensure School policies and procedures are implemented and complied with by staff at the University Campus. You will ensure the University Campus grounds and La Trobe University grounds accessed by our students comply with the School's health and safety obligations. You will be a member of the University Campus incident management team.

Other responsibilities include:

- Oversee the University Campus calendar, participate in the cross-campus calendar group and ensure the University Campus calendar is accurate and up to date, at all times
- Coordinate schedules and rosters for activities such as Photo Day
- Anticipate events on the University Campus calendar and plan for school organisation for events such as sports carnivals, parent/teacher interviews and expo events.
- Organise staffing and supervision for exams, NAPLAN, excursions and special events such as sports carnivals, Photo Day etc

- Assist with the organisation of Community and Celebration and the co-curricular/House program
- Manage and coordinate exam setup including NAPLAN
- Act as the liaison between the University Campus and other campuses to successfully administer music tuition and manage peripatetic staff.