

# Job Description

## Position

Teacher of Learning Strategies

## Reporting to

The Headmaster, through the Deputy Headmaster/Head of Senior School

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

## Purpose of the Role

The Teacher of Learning Strategies is primarily responsible for providing specialist support for students in Years 9-12 who are experiencing learning difficulties and to support teaching staff in facilitating learning for these students. The focus for this role will be to support students studying Science and Geography.

This position works collaboratively with other members of the Department to develop the Learning Strategies programme within the framework of the aims and strategic goals of Melbourne Grammar School.

This is a part-time, long service leave replacement position, at 0.5FTE, commencing Term 1 2016 and concluding at the end of Term 2 2016.

## Key Internal Contacts

Director of Learning Strategies	Learning Strategies Department staff
Head of House	Director of Senior School Curriculum
Other Teaching staff	Director of Sport

## Key Responsibilities

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

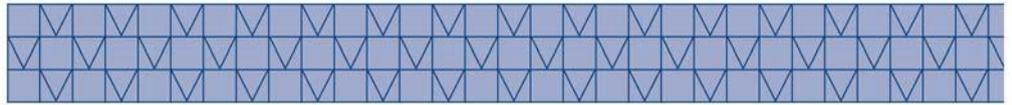
### Learning Strategies

- Prepare for and provide Learning Strategies assistance to groups and individual students who are experiencing difficulties in the classroom
- Provide assessment, when necessary, to determine the reasons for difficulties with learning
- Administer educational tests where appropriate and provide interpretation and analysis of results to school psychologists, classroom teachers, key pastoral carers, families and others associated with the academic welfare of the student
- Where appropriate, refer to external professionals and manage the case by maintaining liaison with these people
- Consult with subject teachers and, where necessary, provide curriculum modification
- To consult with classroom teachers, families, key pastoral carers and others associated with the academic welfare of the student
- To be flexible in approach to meeting needs – ‘in class’ support, individualised classes and similar
- To assist in the management of Scholarship, Entrance and Ability testing
- To advise professional development for staff where appropriate within field of expertise

Reviewed: October 2015



MELBOURNE  
GRAMMAR SCHOOL  
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# Job Description

## Key Responsibilities – Learning Strategies – continued:

- Liaise with Wadhurst Learning Strategies and teaching staff regarding relevant transition material and information concerning students moving from Year 8 into Senior School
- Utilise appropriate technology in the delivery of teaching and learning, including use of student notebook computers
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Department
- Contribute to curriculum development within the Department, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on the progress of individual students
- Implement strategies for getting to know and following the progress of each student in a House tutorial group
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and cultural activities
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.

## Risk Management, Health and Safety

- Adhere to and implement all safe working practices and procedures in accordance with Melbourne Grammar School's 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.

## Knowledge, Skills & Qualifications

- Demonstrated love for teaching Years 9-12 and a passion for education
- Comprehensive understanding of the learning needs of a wide range of abilities
- Understanding of interventions to match learning and teaching styles
- Sensitivity to the diverse needs of a day and boarding school and the pressures students may experience
- Ability to operate in an energetic, challenging and diverse team environment
- Proven capacity to improve student learning and nurture academic development
- Clear understanding of educational assessment and reporting procedures
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Ability to proactively contribute to wider school programmes
- Ability to utilise Information Communication Technology as a vital part of the learning process
- Possess effective conflict management skills and the ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends, as required
- Relevant Special Education qualifications, or similar, considered an advantage, and VIT registration is essential.

*The purpose of this job 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. Melbourne 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.*

Reviewed: October 2015