

POSITION DESCRIPTION

Title	City Cite Teacher
Organisation unit	City Cite
Award / Agreement	Ballarat and Queen's Anglican Grammar School (Teachers) Agreement 2022 (the Agreement), or its successor(s)
Classification	Dependant on experience
Reports to	Director of City Cite Ultimately, all positions report to the CEO (Ballarat Grammar School Headmaster)
Work location	Level 12, 474 Flinders Street, Melbourne, Victoria. We may require you to work in other locations from time to time.

1. ABOUT CITY CITE

City Cite is an experiential learning experience to help develop aware, resilient and empathetic students. Based in Flinders Street, Melbourne CBD, City Cite provides a base for students from across Melbourne and Victoria whilst immersing themselves into the life of the city. City Cite was established in 2001 by Ballarat Grammar School and is part of the BGS Educational Services division of the School. Working with partner schools and service providers, City Cite provides engaging learning programs for students to become active global citizens.

2. ABOUT BALLARAT GRAMMAR

Ballarat Grammar is one of regional Australia's leading co-educational schools with a proud history dating back to 1877 and a flourishing community of over 2,000 students from 6 months to Year 12, including around 270 boarders.

With three campuses, an extensive array of first-class facilities and a range of challenging and diverse programs, we provide rich opportunities for our students to learn to thrive.

The 'essence of Grammar' is based on wellbeing. Steeped in the Anglican tradition, we invest in our values in preparing our students to develop into positive and resilient individuals intent on establishing their own pathways in the world.

We want our students to graduate with a deep understanding of the world and of the people in it. As an active member school of Round Square our students are supported to take on challenges that demand courage, generosity, imagination, principle and resolution.

We take tremendous pride in maintaining a dedicated team of staff and we seek to employ people of the highest calibre. Our experienced Board of Directors is committed to ensuring all students are provided with the very best opportunities and potential for growth.

3. CHILD SAFETY AND WELLBEING COMMITMENT

Ballarat Grammar maintains a zero-tolerance approach to all forms of child abuse and actively implements measures to identify and manage any risks of harm to students within our school environment. The care, safety and wellbeing of children and young people are central and fundamental responsibilities of the School.

We are firmly committed to fostering a child-safe culture that provides an environment where students are safe and feel safe, where their participation is valued, their views respected, and their voices heard in decisions that affect their lives. Ballarat Grammar values diversity and strictly prohibits any racist or discriminatory practices.

All members of our school community share the responsibility to care for children and young people by promptly raising any concerns regarding their safety, promoting their wellbeing, and protecting them from all forms of harm or abuse.

As a Child Safe Organisation, employment with Ballarat Grammar is subject to current and satisfactory:

- National (and international, where relevant) police check, and
- Working with Children Check, and/or
- Victorian Institute of Teaching registration

4. BGS EDUCATIONAL SERVICES VISION

BGS Educational Services operates collaboratively with Ballarat Grammar to provide revenue streams to deliver excellence in supporting services for the education community.

5. VALUES

BGS Educational Services has adopted and promotes the Ballarat Grammar values in all its endeavours;

Integrity

We act morally and ethically, seeking the truth and treating others with consideration and respect.

Aspiration

We pursue excellence, in learning and in life.

Courage

We seek justice and the common good, leading with humility and persevering in adversity.

Compassion

We show kindness and embrace diversity, committing to global awareness and understanding.

Responsibility

We take responsibility for our actions, serving our communities and acting as stewards of the environment.

Hope

We share times of joy and live with hope in life's challenges, ever grateful for the richness of human experience.

For those to whom much is given will much be required – Luke 12:48

6. POSITION PURPOSE

The major responsibilities of a City Cite teacher is to facilitate educational programs for the City Cite campus.

7. ORGANISATIONAL RELATIONSHIPS

Reports to: Director of City Cite
All positions in the School ultimately report to the Headmaster

Direct reports: Nil

Internal relationships: City Cite / BGS Educational Services staff
Ballarat Grammar staff

External relationships: Students
Student families
External schools

8. KEY RESPONSIBILITIES

Program Facilitator / Teacher

- Develop, facilitate and teach the agreed educational program to visiting students.
- Co-ordinate safety induction sessions for all participants in the City Cite program.
- Deliver pre and post briefing sessions for all planned excursions and activities.
- Teach the elements of the inquiry project while fostering student collaborative group work.
- Supervise student behaviour and engagement on planned excursions and activities.
- Co-ordinate and mark student assessment, in consultation with external teaching staff.
- Develop learning activities, including the curation of appropriate teaching materials and resources
- Attend and present at parent evenings or information sessions, when required.
- Assist with the administration of the City Cite program, including booking of programs.
- Foster a classroom culture that promotes respect, inclusion, and safety for all students.
- Other duties as required by the Director of City Cite and/or Headmaster.

9. PERSON SPECIFICATIONS

Qualifications and Certificates

- VIT registration
- First Aid Certificate, including CPR, Anaphylaxis and Asthma Management

Knowledge and Experience

- Demonstrated educational teaching experience, especially with Middle Years students.
- Experience and knowledge of diverse individual academic learning programmes.
- Knowledge of social justice issues.

Skills and Attributes

- Demonstrated commitment to social justice issues
- Ability to demonstrate and authentically promote City Cite and Ballarat Grammar's values.
- Ability to maintain confidentiality, to the highest level.
- Ability to actively adhere to and promote the School's Student Safety and Wellbeing Standards.
- Ability to work positively and efficiently with complex and sensitive matters.
- Exceptional communication and interpersonal skills and the ability to build rapport with students, staff and external stakeholders.
- Excellent organisational skills.
- Ability to work collaboratively with the City Cite team alongside colleagues from visiting schools.
- Demonstrated flexibility and initiative.
- Excellent computer literacy skills.

Accountability

- Undertake work and duties under limited direction and with integrity.
- Work to timeframes and within relevant delegations of authority.
- Actively engage in reflective practice and a culture of continuous learning and development.
- When working alone, less direct guidance and some autonomy may be involved.
- Actively engage in reflective practice and a culture of continuous learning and development.
- The Director of City Cite and Ballarat Grammar School Headmaster are available for guidance and advice.

This position is subject to review and may change in accordance with Ballarat Grammar's operational, service and consumer requirements.

10. APPOINTED EMPLOYEE:

Please sign and date to acknowledge that you have read, understood and accept the contents of this Position Description:

Full Name: _____

Signature: _____

Date: _____