



**Position title:** Learning Enrichment Teacher  
**Reporting to:** Head of Enrichment  
**Prepared:** February 2025

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### 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 Position 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.

#### Administration

- Develop and deliver Enrichment classes and other programs as required
- Administering and overseeing various cluster groups and competition opportunities
- To ensure the School and students are well represented at appropriate external activities
- Mentor and provide support for students with high ability



- Develop and maintain student profiles for critical students, summarising specific needs, strategies and assessments of high ability students
- Develop a range of materials/resources appropriate to the role

### Communication

- To refer to and liaise with school staff, outside agencies and parents to help identify and support students with high ability
- Educate school staff towards a heightened awareness and understanding of students with high ability
- To assist teaching staff in the development and implementation of suitably modified curriculum materials for students of high ability where necessary
- To act as a resource for materials and/or strategies which may be required by staff in relation to high ability students' individual needs
- Liaise with staff to ensure they are aware of and resourced to meet the needs of students with specific high learning abilities

### Key Performance Indicators

Staff at Mentone Grammar are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of good practice for a Teacher – Enrichment Programs includes:

- The provision of high quality programs
- The provision of educational opportunities and activities which enable all students to achieve their highest potential
- Excellent collegial relations
- Excellent communication skills with colleagues, students, parents and relevant external organisations
- Regular participation in professional learning courses and programs
- Effective involvement in the general pastoral care programs and structures of the School
- Exceptional time management skills with a keen eye for detail

### 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 Enrichment (Direct Report)	Learning Enhancement Staff
Heads of Campus	Year Level Coordinators
School Counsellors/ External Specialists as required	Mentors
Class Teachers	Parents



### Experience, Knowledge, Skills and Personal Attributes

- Well-developed interpersonal and communication skills, including the ability to relate positively with all members of the School community
- High degree of empathy and the ability to handle confidential information in a discreet and professional manner
- Demonstrated initiative and effective problem solving skills to identify creative solutions
- Strong organisational skills and the ability to manage competing priorities effectively
- Proven ability to work autonomously and as part of a cooperative team
- Patience and compassion working with students with special learning needs

### Qualifications

#### Required

- Tertiary qualifications in education (B.Ed or equivalent)
- Primary School and/ or Secondary School teaching experience
- Post Grad or Masters in Gifted Education or equivalent is preferred
- Current Victorian Institute of Teachers (VIT) registration
- Maintain first aid, anaphylaxis and asthma management and mandatory reporting requirements

### 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](http://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.