



Junior School Teacher

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria. The mission and purpose of Huntingtower is to be a beneficial presence in the world, to uplift thought and to bless mankind.

We are seeking a suitably qualified, enthusiastic and knowledgeable **Junior School Classroom Teacher**. The successful teacher will have experience in teaching Years Prep-6.

This is a full time, ongoing position commencing Term 1, 2026 due to growth within our Junior School.

Our purpose in the Junior School is to create flexible and engaging environments that support learning through inquiry and recognise the diversity of the students at our school. We are committed to developing and nurturing the whole child. We strive to support students as capable individuals and as active constructors of their own learning. Kindness is at the heart of everything we do.

Key responsibilities

- Plan and deliver a differentiated classroom program, with an instructional focus in the key learning areas of English, Mathematics, Humanities and Social Sciences and Wellbeing
- Demonstrate enthusiasm for, and commitment to, teaching students from Prep to Year 6 through a flexible and dynamic approach to teaching and learning
- Be responsible for the wellbeing, pastoral care and learning of each student in the class where they are encouraged to express their freedom from limitation and to achieve their best
- Establish a caring, supportive and engaging learning environment
- Develop and maintain relationships and open communication with parents, colleagues and students

What we look for

- A passion for inspiring young people to participate, question, wonder and innovate. You will have a Bachelor of Education or equivalent and experience teaching at Junior School level.
- Flexibility and adaptability
- Strong organisational and interpersonal skills
- Effective communication skills
- The ability to work as part of a team
- A professional who actively aligns themselves with the School's leadership, vision, values and ethos.

Our staff are the backbone of our enviable community and culture, and together produce high quality teaching and learning experiences for our students. We offer a range of general and role specific benefits in recognition of the ongoing valuable contributions our staff make.

Applicants must have an awareness of the expectations of an Independent School, appropriate VIT Registration and a commitment to working in an environment where Christian spiritual values underpin true education. An awareness of 'Teaching for Understanding' and other educational approaches would be an advantage.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application by **Friday, 22 August 2025** together with the names, addresses and telephone numbers of three referees to employment@huntingtower.vic.edu.au.

We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



Position Description

Junior School Teacher

Nature of Role

This position is a classroom teaching role reporting to the Principal through the Head of Junior School. The primary responsibility of a Junior School teacher is to develop and implement curriculum that aligns with the school's philosophy, policies and best practices, ensuring a cohesive and enriching learning experience for all students.

Main Responsibilities and Accountabilities

Teaching Practice

The teacher is responsible for:

- Planning a developmentally appropriate educational program which fosters the social, emotional, cognitive, physical and aesthetic growth of each student
- Creating flexible environments that support learning through inquiry, enabling students to engage, reflect, experiment and discover
- Adopting practice that reflects innovation and creativity in design and implementation

Pastoral Care

Teachers are expected to:

- Care for and undertake a position as a mentor, in a way which reflects the School's Vision and Values
- Be sensitive to students experiencing personal, social or organisational problems

Curriculum and Resource Development

Teachers are expected to:

- Participate in the creation, development and evaluation of curriculum
- Use existing resources and, where possible, participate in the creation, development and evaluation of resources for the implementation of the curriculum
- Keep up-to-date with curriculum and resource development

Professional Development

Teachers are expected to:

- Participate in ongoing professional development and the process of professional review
- Be familiar with any relevant Ministerial Orders including *Ministerial Order No 1359*, Child Safe Standards
- Attend appropriate seminars and courses
- Participate in area association meetings as appropriate
- Supervise student teachers and actively participate in their learning

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to all stakeholders
- Demonstrate excellent consulting, writing, editing (text and photo), presentation and communication skills
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders

- Handle confidential information with integrity
- Demonstrate excellent interpersonal skills
- Hold a firm belief in, and commitment to, the mission, vision and core values of the School with an ability to articulate and promote these values.

Position Requirements: Knowledge and Experience

- Tertiary qualification in Education
- A proven record of implementing education programs
- Highly developed interpersonal skills
- Well developed time management, administrative and organisational skills
- Flexibility and adaptability to respond to differing learning needs and strengths of students
- A current Victorian Institute of Teaching registration (which incorporates Working With Children Check and National Police Checks) is an essential requirement for this role
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture.
- A commitment to contributing to the co-curricular life of the school

Performance Indicators

- The provision of high quality curriculum
- The provision of educational opportunities and activities which enable all students to achieve their highest potential
- Excellent collegial relations
- Regular participation in professional development courses and programs
- Effective involvement in the general pastoral care programs and structures of the School
- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Taking a lead role in promoting and supporting student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

General, Administrative and Other Activities

- Administer student assessment (formative and summative), provide feedback and write reports in accordance with School policy
- Maintain records of classroom attendance
- Attend School functions as required
- Conduct parent/teacher meetings
- Attend School meetings
- Undertake yard and other supervision duties as required

Flexibility

- This position may necessitate some out-of-hours work on weekends and evenings as required
- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- You will be required to attend meetings and functions as part of, or in addition to, normal working hours. A number of duties will need to be performed at times other than during the school day or when students are in attendance

Key Relationships

Reporting to:

- Head of Junior School
- Principal

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promoting and supporting student, staff and visitor safety and wellbeing, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*