



St Leonard's College

Teaching Staff

Position Description

POSITION TITLE:	Program for Language Acquisition and Cultural Engagement (PLACE) Teacher
POSITION STATUS:	Contract - 12 months
REPORTS TO:	Head of Program for Language Acquisition and Cultural Engagement (PLACE)
PREPARED BY:	Head of Human Resources

Applications are invited at St Leonard's College for a dedicated, inspirational and qualified teacher of English as an Additional Language (EAL) with experience in teaching International students considered an advantage.

A determination as to whether this role is full time or part time is yet to be made.

This role will commence at the start of the 2017 school year, Friday 20 January, the new staff induction day and end on Friday 8 December 2017 with potential for ongoing permanent employment.

POSITION PURPOSE

PLACE is a new educational initiative of St Leonard's College that will enable students from non-English speaking backgrounds to enrol directly into the College for intensive English language tuition and cultural immersion before transitioning into mainstream classes.

PLACE will be a full-time intensive English language program, with the length of enrolment varying according to their initial level of English language competence and their progress during the course. The program will operate within the existing timetable and students enrolled in the program will be supported by the College's existing pastoral care structures and on the achievement of an appropriate level of English language competence, they will move into the Middle School, year 10, Victorian Certificate of Education (VCE/VET) or the International Baccalaureate Diploma Programme. Students who have successfully completed PLACE will also be supported throughout their studies in mainstream subjects.

POSITION STATUS

The PLACE teaching component of the role is approximately 0.4 which may be combined with other teaching roles subject to teaching area qualifications and timetabling constraints.

WORKING RELATIONSHIPS

This role will report to and work closely with the Head of PLACE

DUTIES AND ESSENTIAL JOB FUNCTIONS

The primary role of this position is to support the English language development of students in the program, to provide pastoral care and to contribute to the implementation of the program throughout the year, in a manner that is consistent with the philosophy, policy and practice prescribed by the College.

The role will involve assessing students' needs and developing and coordinating an appropriate program in response that covers both language development and cultural integration.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

The College:

- is an equal opportunity employer;
- complies with the requirements of the Privacy Act;
- has a strong commitment to OH&S;
- will not tolerate harassment of any kind.

We value:

- Communication – effective, helpful and positive.
- Confidentiality - Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes;
- the maintenance of effective assessment recording and reporting strategies;
- the integration of ICT into teaching and learning in the classroom;
- meeting all curriculum and assessment requirements;
- engaging in cocurricular and pastoral programs of the College.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.