



St Leonard's College

Teaching Staff Position Description

POSITION TITLE:	Chinese Teacher
POSITION STATUS:	Contract Part Time
Prepared:	November 2016
REPORTS TO:	Head of Learning – Languages other than English
Prepared by:	Head of Human Resources

Overview of the position

Languages are a vibrant part of College life at St Leonard's. Held in high regard, the Languages Faculty is now seeking an innovative and experienced educator to join a team of passionate language professionals. Languages form an integral part of the broader school curriculum and the College offers students an opportunity to participate in a diverse range of language activities such as exchange programs, study tours, language competitions, languages week and language clubs. Presently the languages offered at the College are French, German, Indonesian, Japanese, Spanish and Chinese (Mandarin). Over the coming years, both Japanese and German will be phased out of the curriculum. These language choices will better reflect the future needs, interest and growth of the world in which our children live.

The successful applicant will have a genuine love of the Chinese language and be able to share their enthusiasm with students and staff. Excellent organisational and interpersonal skills will be important. The successful applicant will be committed to an environment where the use of relevant emerging technologies and other pedagogical initiatives are seen as exciting opportunities to enhance learning.

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.
- 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.