



POSITION TITLE: Head of Program for Language Acquisition and Cultural Engagement (PLACE)

DATED: April 2017

REPORTS TO/Manager: Director of International Relations, Marketing and Communications

Approved by: Head of Human Resources

POSITION PURPOSE

In 2017, St Leonard's College will offer a new Program for Language Acquisition and Cultural Engagement (PLACE) for international students. This initiative program 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.

The PLACE program will include a full-time intensive English language program, with the length of enrolment varying according to a student's 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 within English as an additional Language (EAL).

POSITION STATUS

This is a permanent full-time position which may require some out of hours work and overseas travel. This role will also be involved in delivering the program with a teaching load of approximately 0.8.

WORKING RELATIONSHIPS

The Head of PLACE will work closely with the Director of Academic Development and the Director of Learning Operations and have strong working relationships with the Deputy Principal; Director of International Relations, Marketing and Communications; Head of Learning – English; Head of Learning – Languages; Daily Organiser; Director of Pastoral Care; Director of Cocurriculum; Head of Middle School; Head of Senior School; Registrar.

DUTIES & ESSENTIAL JOB FUNCTIONS

The Head of PLACE will be responsible for all areas of the program including curriculum development, overseeing the pastoral and residential care of students, assisting in the professional development of staff and general coordination of the students enrolled.

The Head of PLACE is specifically responsible for

- Coordination of all communications required for internal and external audiences including
 - Student and parent briefings both prior to and during the PLACE program
 - Updating and maintaining contact with general members of staff
- Coordination of the day-to-day planning of and implementation of the PLACE program including
 - The process of curriculum development and review
 - Orientation and placement of new students
 - Subject selection advice and guidance
 - Preparation of class timetables
 - Providing academic advice to students
 - Reviewing and implementing quality assurance procedures
 - Monitoring and reviewing the College's Homestay Family program

- Ensuring that all aspects of the PLACE program are conducted in accordance with the National English Language Accreditation Scheme (NEAS), the Education Services for Overseas Student act (ESOS) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2007 (National Framework).
- Overseeing the professional development of staff involved in the program
- Liaising with key staff to facilitate the transition of students into other College academic programs
- Identifying the strategic direction of the program and identifying opportunities for the PLACE program as they arise and responding to them appropriately.

QUALIFICATIONS AND SKILLS

- The Head of PLACE will be an experienced and qualified educator with leadership experience in intensive English Language programs (ELICOS or similar)
- Hold a post-graduate qualification in Teaching English to Speakers of Other Languages (TESOL) or equivalent
- Registration, or the ability to be registered with the Victorian Institute of Teaching (VIT)
- Fluency in an language other than English would be desirable.

OTHER SKILLS AND ATTRIBUTES SPECIFIC TO THE ROLE

- Demonstrated leadership experience
- Knowledge of contemporary educational issues and intensive English language programs and their role within a secondary school environment.
- A thorough understanding of the administrative and legislative requirements associated with the ESOS Act, the National Framework and NEAS; and,
- Excellent communication skills with the proven ability to engage and build effective relationships across cultures

GENERAL FUNCTIONS AND RESPONSIBILITIES

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich and innovative lessons;
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs;
- Employing a variety of effective teaching strategies to effectively implement the curriculum;
- Ensuring that classrooms are places where technology is discretely, yet actively employed to assist in effective learning;
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary;
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students;
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams;
- Actively contributing to a culture of teaching and learning where teachers learn with and from each other and actively inquire into effective pedagogical practice;
- Engaging in active and continuous professional learning that is relevant to their area/ subject discipline as well as concerns and debates in the education sphere more generally;
- Being thoroughly versed in the policies of the College and abide by the policy directives;
- Supporting Pastoral staff in ensuring that the expectations of student behavior and dress are met;
- Engaging with students in a variety of activities outside the classroom, including House and co-curricular activities;

At St Leonard's College, teachers are expected to support the values of the College which include:

Lifelong learning

We value and develop the essential personal qualities and skills for lifelong learning, including self-confidence, integrity, resilience and creativity. A St Leonard's education prepares students to take their place in the world and make meaningful contributions to society.

People

Our young people are encouraged to embrace diversity and individuality as well as collective responsibility.

Partnership

We consider education to be a partnership between students, teachers and parents, each with their separate roles and responsibilities.

Teachers

Our teachers are committed to continuing personal and professional development and embrace educational innovations. They are fully equipped to adapt to the rapid changes in education.

Community

Students become aware of the needs of the wider community and learn to engage in the world outside of the College community.

Environment

We are committed to protecting the environment as well as addressing the challenges which will face future generations.

Diversity

We welcome all cultures and celebrate diversity. Our students are encouraged to engage with people and cultures that are outside of their immediate world.

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.
- College Standards - all staff are expected to actively support the following standards:
 - 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.

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.