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<b>POSITION TITLE:</b>	<b>Intensive English Language and English as an Additional Language Teacher</b>
<b>DATED:</b>	<b>April 2017</b>
<b>REPORTS TO:</b>	<b>Director of International Relations, Marketing and Communications Head of Learning – English</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### **POSITION PURPOSE**

The Program for Language Acquisition and Cultural Engagement (PLACE) Program 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 including English as an Additional Language (EAL).

### **POSITION STATUS**

This is a permanent full-time teaching role which may be combined with other teaching roles, subject to timetabling constraints. Start date is as soon as practical, but no later than Monday 17 July 2017.

### **OVERVIEW**

PLACE includes a full-time intensive English language program, with the length of enrolment varying according to the students 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. On the achievement of an appropriate level of English language competence, they will transition into the Middle School, Year 10, Victorian Certificate of Education (VCE/VET) or the International Baccalaureate Diploma Programme. Students who have successfully completed the intensive English language program will also be supported throughout their studies in mainstream subjects.

Teachers at the College are expected to undertake supervisory duties which are allocated in a roster either before school, at recess, lunchtime or after school. They are also expected to be involved in cocurricular activities, which may reflect particular skills and interests or as designated by the College. Teachers also undertake pastoral care responsibility. With each of these tasks it is the practice of the College to share the responsibilities as evenly as possible amongst the teaching staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend staff meetings and other ad hoc meetings as arranged. It is also an expectation that all members of teaching staff attend the College's major functions throughout the year.

### **WORKING RELATIONSHIPS**

This role will work closely with the Director of International Relations, Marketing and Communications, the Head of Learning – English and other staff responsible for the delivery of both intensive English language and EAL.

### **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 development and implementation of the program throughout the year in a manner that is consistent with the philosophy, policy and practice prescribed by the school.

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

## **OTHER FUNCTIONS & 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 seamlessly, 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.

## **GENERAL**

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.