



Position Title:	Director of Debating and Public Speaking & English Teacher
Prepared:	February 2020
Reports to:	Director of Cocurriculum
Prepared by:	Head of Human Resources

Position Purpose

The Director of Debating and Public Speaking is the lead position within the College's debating and public speaking program. The Director of Debating and Public Speaking is expected to undertake a key role in training, organisational, administrative and promotional duties within the debating and public speaking program. Their role is to coordinate staff members within the debating program, including both coordinators and coaches, and to liaise with external providers and other schools for the purposes of facilitating interschool events.

The Director of Debating and Public Speaking is the main administrative point of contact for all debating competitions and takes a leading role in selection and preparation for all peak competitions. They are responsible for the overall cohesion of the program and have final responsibility over all internal and external aspects of the debating and public speaking program.

It is expected that attendance and involvement at key competition times is required, some of these occur in the evenings and term breaks

Position Status

This role is a parental leave replacement position, commencing Monday 4 May and ending Friday 11 December 2020.

The teaching component includes 2 x Year 8 English classes, Year 10 Literature in term 2, another English class from term 3 and time release for the role of Director of Debating and Public Speaking.

Key Roles and Responsibilities for the Director of Debating and Public Speaking

KEY RESPONSIBILITIES	DUTIES AND ESSENTIAL JOB FUNCTIONS
1. Debating	<ul style="list-style-type: none">• Organisation of DAV Schools Competition: teams, registration, information, administration, draws, forfeits, complaints, operation of training sessions, attendance on nights of competition and hosting duties during finals.• Coordination of staff mentors for Schools Competition teams.• Running of regular skill-based training sessions during the Schools Competition regional season.• Organisation of DAV British Parliamentary Competitions (Senior and Junior): teams, registration, information, administration, draws, forfeits, complaints and attendance during competition.

2. Public Speaking	<ul style="list-style-type: none"> • Organisation of AIDPSC: teams, registration, information, administration, trials, training and judging. • Organisation of WIDPSC participants (when applicable): administration and training. • Organisation of VCAA PESA: selection, registration, information, administration, training and attendance.
3. Staff	<ul style="list-style-type: none"> • Coordination of Public Speaking Coordinator, Middle Years Debating Coordinator and Primary Years Debating Coordinator. • Assistance with organisation of DAV Junior Secondary Program: registration, administration, forfeits, complaints and assistance with hosting duties. • Assistance with organisation of DAV Primary Schools Program: registration, administration, forfeits and complaints. • Assistance with other competitions as required.
4. Administration	<ul style="list-style-type: none"> • Responsibility for any articles for internal publications (Newsletter, Leonardian and Network). • Organisation and allocation of colours and awards as required. • Other incidental administrative duties as required. • Attend regular scheduled meetings with the Director of Cocurriculum and other heads of cocurricular programs.
Any other tasks as deemed appropriate	

Essential Skills

- an ability to be self-managing
- an ability to be a role model for young people
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents and teachers
- excellent organisational, planning and time-management skills
- ability to seek feedback and apply it to improve coaching performance

Reporting Relationship

1. The Director of Debating and Public Speaking reports to the Director of Cocurriculum in relation to external events and competitions. The Director may also liaise with relevant Heads of Learning in relation to relevant internal or faculty-specific competitions.
2. The following people report to the Director of Debating and Public Speaking
 - Public Speaking Coordinator
 - Middle Years Debating Coordinator
 - Primary Years Debating Coordinator
 - Debating Coaches

Overview of Teaching at The College

All faculties consist of dedicated teams of professionals who promote individual growth in the academic understanding of their students. They work closely in teams to develop differentiated programs that provide support and extension where needed. A typical lesson will provide inspiration, rigour, and stimulate curiosity and critical thinking. St Leonard's College has a culture of academic excellence which is driven by its motivated staff, and supported by students' involvement in other opportunities to supplement and extend their learning beyond the classroom.

The successful applicant will be passionate about teaching and learning and be able to inspire their students. They will know the current research on best pedagogical practices and be able to work in a team, share resources and ideas, and be able to communicate clearly with students and their parents. They will promote a growth mindset and focus on each student's learning pathway, having strategies to determine their entry level and assess what each student needs to do in order to display growth in the student's learning. They will be competent users of technology to support their organisational and pedagogical practices.

Teachers 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.

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.

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.

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 staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- 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 Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.