



Position Title:	Head of Program for Language Acquisition and Cultural Engagement (PLACE)
Prepared:	August 2020
Reports To:	Director of International Relations
Prepared by:	Head of Human Resources

Position Purpose

This program enables 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, commencing at the start of the 2021 school year, Wednesday 20th January, the new staff induction day.

While the teaching position at the College is permanent, the role of Head of PLACE, as with all positions of responsibility, is tenured for three years and attracts a financial allowance. This role will also be involved in delivering the program with a teaching load of approximately 0.80.

Working Relationships

The Head of PLACE will work closely with the Academic Executive and have strong working relationships with the Deputy Principal; International Homestay Coordinator; 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
 - Ensuring accessibility both before and after school for student consultation and support
 - 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
 - Any other tasks as deemed appropriate

Qualifications and Skills specific to the role

- 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
- Fluency in a language other than English would be desirable.
- 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.

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 behaviour 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.