



## POSITION DESCRIPTION

Position:	<b>Teacher of French (Senior School)</b>
Reports to:	Head of Senior School
Time Fraction:	Part-time, 0.6FTE
Tenure:	Ongoing
Effective Date:	January 2022

### 1. College Overview

The Geelong College is a co-educational day and boarding school embracing the Uniting Church Christian ethos. Founded more than 160 years ago, The College comprises of three schools – Junior, Middle and Senior – with some 1500 students as day and boarding members of our community. The College aims to prepare students to go out into the world with purpose and confidence, with a breadth of knowledge, a range of interests and a wealth of experience that will stand them in good stead for a bright future. It is the rich curriculum, expert tuition, opportunities to lead and the full range of co-curricular activities that ensure we achieve this.

### 2. Our Purpose

The Geelong College aims to provide an inspiring education where all students can learn how to learn, flourish, be innovative and aspire to futures that harness their many skills and abilities.

We aim for our students to be respectful and to confidently develop their academic, emotional, physical, social and spiritual potential.

The Geelong College also seeks to provide learning experiences that shape personal development in ways that prepare students to positively contribute to society.

### 3. College Values

- Integrity with compassion
- Community with diversity
- Aspiration with humility
- Respect with grace
- Endeavour with courage

### 4. Child Protection Statement

The Geelong College is a Child Safe School. We have a zero-tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. We are clear about our behavioural expectations of every person in our community.

We have developed a comprehensive Child Protection Program which is contained in The Geelong College Child Protection Program Handbook which sets out The Geelong College's comprehensive approach to protecting children from abuse. The program contains our Child Protection and Safety Policy, Child Safety Code of Conduct and Child Protection Reporting Procedures which provides a high-level statement of professional boundaries and ethical behaviour, as well as acceptable and unacceptable relationships. It also sets out detailed procedures for any member or our community to report concerns they may have around child safety and how The Geelong College will respond to these reports.

Our Policy and Code of Conduct are made available to all staff, students, families, contractors, suppliers and the wider community.

## 5. Position Overview

The College is looking to employ teachers who provide the best possible education for students within their subject areas and contribute to pastoral care and co-curricular programs.

It is a requirement that you undertake your duties on campus or at a location specified by your line manager, unless directed otherwise.

## 6. Key Responsibilities

### 6.1 Student Learning

- Teach French in the Senior School (Years 9 to 11)
- Facilitate stimulating face-to-face lessons to the students and create an environment of active and genuine learning
- Maintain excellent communication and relationships with students, parents and staff
- Prepare for and attend relevant student review meetings
- Provide timely ongoing feedback within SEQTA Learn to students on their progress
- Prepare formal academic reports as required by the College
- Utilise support staff appropriately in assisting student learning
- Actively pursue best practice in the areas of responsibilities, through professional development

### 6.2 Professional Standards

- Actively seek pedagogical knowledge through own professional reading, research and collegial partnerships
- Work collaboratively as a member of the teaching team to ensure the best possible outcomes for students
- Actively engage in professional development activities and contribute to improved teaching methods, pastoral skills and knowledge
- Actively engage in Department and Staff meetings
- Adhere to and abide by the expectations of The Geelong College Code of Conduct
- All responsibilities attached to teaching class/es
- Adhere to Work Health and Safety policies and procedures

### 6.3 Classroom Management

- Adhere to positive behaviour education techniques
- Establish a learning and social environment where students participate actively, willingly and confidently in all situations
- Implement strategies and expectations that create a positive learning culture
- Deal with students in a courteous, firm, consistent and fair manner at all times
- Have knowledge of and advise students of the School's policies
- Educate students about positive behaviour and manage inappropriate behaviour in accordance with the College's policies
- Be punctual, manage time, lesson planning and assessment schedules efficiently
- Monitor student progress and liaise with Educational Leaders and Head of Department regarding individual student needs

All teachers at The Geelong College are fully involved in the pastoral and co-curricular development of our students, and are supportive of the Uniting Church ethos of the School.

#### **6.4 Pastoral**

- This position includes duties associated with a pastoral care group
- Provide support to each student within the pastoral care framework
- Liaise with Heads of Houses and Teachers on the progress of each student to ensure a holistic approach to well-being and development
- Be a Tutor to a group of students within the College House structure

#### **6.5 Co-curricular**

- The successful applicant may be actively involved in the co-curricular program by negotiation, which may include activities that extend beyond the 'normal' school day. This may include some evening activities and weekend sporting fixtures. Typically where activities involve weekend or evening commitment, participation in an activity or sporting season is expected.

#### **6.6 Other Responsibilities**

- Fulfil a role as a House Tutor who is the prime carer for students in their academic and personal development

As part of your role, you are expected to participate in a range of duties beyond classroom responsibilities. These duties may include, but are not limited to:

- Participating in 'in house' professional development, staff in-services and training activities
- Participating in the Tutor program
- Participating in relevant meetings
- Active involvement in curriculum and information evenings
- Attending Learning Conferences (Parent Teacher Interviews)

### **7. Personal Qualities and Attitudes**

- Exemplary role model
- Supportive of the College ethos and agree with its Vision for Learning
- Commitment to achieving best practice in teaching and learning
- Comfortable working in a caring and Christian environment and will feel sympathetic to the principles that the school espouses
- Energetic, pro-active and able to demonstrate initiative
- A high-level of interpersonal and communication skills
- Loyalty and commitment to the School, students and staff
- Well-developed skills of time management and organisation

## **8. Qualifications and Experience**

- QE1 Relevant educational qualification and experience gained in a similar role
- QE2 Have a high level of competency and be fluent in the French language

## **9. Key Selection Criteria**

- KS1 Exhibit strong subject knowledge
- KS2 Demonstrated capacity to teach actively, allowing students to 'do'
- KS3 Capacity to differentiate the curriculum to meet student needs in each class
- KS4 Demonstrated experience with a wide range of assessment strategies to support timely, effective ongoing feedback to the learner
- KS5 Demonstrated experience and willingness to work collaboratively with teachers, students and parents
- KS6 Demonstrate excellent classroom management
- KS7 Effective communication skills with staff, students and parents

## **10. Essential Staff Requirements**

- SR1 Current Victorian Institute of Teachers (VIT) registration or eligibility to obtain registration
- SR2 Have completed the *Protecting Children - Mandatory Reporting and other Obligations* module - The Victorian Department of Education and Training (DET)
- SR3 Hold a current Level 2 First Aid and asthma and anaphylaxis qualification (either 22300 VIC or 22099 VIC recognised course)
- SR4 Evidence of COVID-19 vaccination status as per the current Covid-19 Mandatory Vaccination Directions for education workers issued by Victorian Chief Health Officer
- SR5 Adhere to the College Staff Code of Conduct
- SR6 Adhere to all of The Geelong College's policies, guidelines and procedures
- SR7 Exhibit personal behaviour reflective of the ethos and Christian foundations of the College