



## POSITION DESCRIPTION

<b>Position:</b>	Teacher – French (Parental Leave Cover)
<b>Department:</b>	Languages
<b>Reports to:</b>	Learning Leader and Coordinator of International Students
<b>Commencement Date:</b>	25 January 2023
<b>End Date:</b>	23 June 2023
<b>Schedule:</b>	FTE1.0, Ongoing
<b>PD Updated:</b>	October 2022

Ruyton Girls' School is a forward-thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community.

## POSITION SUMMARY

We are seeking a suitably qualified and experienced French teacher. Experience teaching in Junior and Senior School experience.

The Successful applicant will need to be skilled in the development of personalised learning programmes, dynamic, innovative and creative in their approach to teaching, with a passion for their discipline. Highly competent in utilising digital technology in the classroom, they will also demonstrate a strong commitment to the education of girls.

This role is a 6-month Parental leave cover.

## RESPONSIBILITIES AND DUTIES

Ruyton has a responsive organisational culture and, as such this role may be altered to adapt to the evolving needs of the School. The general responsibilities of Teacher of French include but are not limited to:

### Teaching

All Ruyton teaching staff are responsible for meeting their professional obligations, as outlined in the [Ruyton Dimensions of Training](#).

## EXPECTATIONS OF STAFF

Ruyton staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Ruyton staff members are required to:

- Treat each other with courtesy and respect
- Respect the right of each person to learn/work without disruption
- Accept responsibility for their own progress and development
- Accept responsibility for maintaining safe, clean, and pleasant surroundings
- Demonstrate self-respect and uphold Ruyton's reputation through their appearance and actions
- Understand and abide by all child safe principles
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment
- Support the vision, ethos, and culture of the school

## RUYTON GIRLS' SCHOOL

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[www.ruyton.vic.edu.au](http://www.ruyton.vic.edu.au)

ABN 86 004 162 261  
CRICOS 00336J

- Contribute to and support the strategic directions of the school
- Support all Ruyton policies
- Obey the law

### **KEY WORKING RELATIONSHIPS**

- Language Department
- Learning Leader and Coordinator of International Students
- Deputy Principal, Director of Learning
- Deputy Principal, Head of Senior School
- Responsible to Principal

### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

#### **Essential Criteria**

- Expertise and experience in the teaching of French
- An active interest in and commitment to the education of girls
- Understanding of current theory and research relating to girls' education
- Ability to work independently and as a member of a team
- Ability to demonstrate initiative
- Ability to set goals and achieve targets
- Ability to manage time and conflicting priorities effectively
- Strong interpersonal skills with ability to build rapport with students, staff, parents and the Ruyton community.
- Proficiency in student management
- Evidence of innovative practice
- Technologically literate

#### **Personal Qualities**

- Well organised and flexible
- Strong collaboration, communication, and time-management skills
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Committed to continual personal and professional growth
- Professional presentation and manner
- Actively pursue excellence
- Balanced approach to life

#### **Qualifications and Training**

- Relevant tertiary degree and teaching qualifications
- Hold and maintain VIT registration, or satisfy the necessary criteria to gain registration prior to commencement of the role
- Hold and maintain Apply First Aid HLTAID011 (or an equivalent qualification) and Anaphylaxis Training
- Child Safety Training, including Mandatory Reporting provided by the School with our provider CompliSpace.

## TO APPLY

Applications should be emailed to Ms Linda Douglas, Principal, [recruitment@ruyton.vic.edu.au](mailto:recruitment@ruyton.vic.edu.au) by **midday Friday 9 December 2022**. No hard copies please.

Enquiries should be directed to HR, [recruitment@ruyton.vic.edu.au](mailto:recruitment@ruyton.vic.edu.au)

### **RUYTON COMMITMENT TO CHILD SAFETY**

Ruyton is committed to ensuring a Child Safe environment, in which all our children and young people feel included, empowered, respected, valued, and safe. As part of our ongoing commitment to child safety and wellbeing, we ensure all staff, volunteers and contractors understand and adhere to our Child Safe program, including Child Safe polices and ongoing Child Safe training. Our recruitment processes place people that support and reflect our Child Safe and wellbeing values with the right qualifications and knowledge. Ruyton has a zero tolerance for child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures. Please refer to our school website to read our polices <https://www.ruyton.vic.edu.au/our-school/policies/>.

*This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.*