



HAILEYBURY

Position Description

Haileybury is one of the leading schools in the Asia-Pacific region with campuses and education programs at Keysborough, Brighton, Berwick, City (Melbourne), Darwin (Northern Territory) and China. The School has enrolments exceeding 4,000. The School is acclaimed for its outstanding academic achievements, small class sizes, broad range of co-curricular activities and international opportunities. Further information on Haileybury is available at www.haileybury.com.au

Haileybury is committed to child safety. We have zero tolerance of child abuse.

Haileybury encourages applications from people from culturally and/or linguistically diverse backgrounds. Applicants are welcome to elaborate on experience they may have of working with children from a culturally and/or linguistically diverse background.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury seeks applicants for the following position:

Job Title:	Latin Teacher		
Reports To:	Head of Senior School	To Commence:	As soon as possible
Campus Location:	Haileybury Senior School, Keysborough	No. of Vacancies:	One (1)
Employment Status:	Full-time	Tenure:	Permanent
Salary Range	\$68,406 - \$106,506pa + 11% super	Manages Others:	YES NO

RESPONSIBILITIES

The primary responsibility of the Latin Teacher is to deliver and promote learning within the School community.

General

Teachers should ensure:

- Their delivery of the curriculum caters for students with varying learning styles and ensures best practice in pedagogy
- They keep up-to-date with modern teaching practices within their subject area
- They use appropriate learning styles
- That they use a variety of assessment tasks for students to experience success and accurately assess levels of student achievement
- They attend relevant professional development sessions within their subject area.

Co-curricular Responsibilities

- Teachers are expected to participate in co-curricular activities including sport, the arts and/or outdoor activities.



Administrative Responsibilities

- Teachers are expected to maintain records of classroom attendance
- Report writing in accordance with School policy
- Attend staff and other administrative meetings as required
- Perform yard duty as required
- Attend parent/teacher interviews as required.

KEY SELECTION CRITERIA

- Demonstrated knowledge and experience teaching Year 8 to 12 Latin
- An ability to respond to the differing needs, interests and talents of all students especially in relation to gender differences
- Ability to lead, manage and form a rapport with students and build collaborative working relationships
- Ability to initiate and implement ideas to enhance the school
- Ability to manage pastoral issues through effective dialogue and process – staff, students and parents
- VIT registration and Criminal Record Check within the last 12 months
- Strong verbal, written and inter-personal communication skills

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background.

PERSONAL QUALITIES

- Well organised
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team

ACADEMIC QUALIFICATIONS

- Recognised teaching qualification

INHERENT REQUIREMENTS

(This sections gives information about the physical and emotional health abilities required for the position)

Cognitive Demands:

- Ability to work with groups of teenage students and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient when dealing with staff and students
- Ability to perform role whilst managing students' behavioural demands.

**Physical Demands:**

- Ability to stand for long periods of time, to write on a whiteboard/screen, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kgs for short distances.

For full-time staff only:

- Ability to manage students in a sporting situation, accompany students to sporting venues and assist with the delivery and demonstration of skills in training sessions
- Ability to coach in both indoor and outdoor environments
- Ability to demonstrate sporting activities with the upper/lower limbs, move upper/lower limbs through a full range of movement and simultaneously coordinate upper limb/lower limb activity
- Ability to demonstrate sporting activities in a variety of environments which may include indoor/outdoor/water.

Environmental Demands:

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

GENERAL INFORMATION

- Teachers at Haileybury are expected to be involved in the School's co-curricular program and usually work some evenings and weekends as required.
- Hailey promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- The successful candidate will be expected to support the vision and ethos of the School.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislations and Haileybury Policies and Procedures as set out in the Staff Manual.

Further information about this position is available from:

Name: Phone:

This position description was prepared by: Stephan Muller on 15 February 2018