

## POSITION DESCRIPTION

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### Position Details

<b>Position Title:</b>	<b>Mandarin Chinese Teacher (Years 7-12)</b>
<b>Reports to:</b>	<b>Principal, Head of Literacy</b>
<b>Campus Location:</b>	<b>Research Campus</b>
<b>Contract:</b>	<b>Full-time, permanent position Commencing Term 1, 2019</b>

ELTHAM College has been educating young women and men for the past 40 years. The College was conceived in 1973 as a new concept in independent, coeducational schooling. It was founded by a dynamic group of community members who were seeking schooling for their children that would look beyond average educational practice to education that fostered the talents, confidence, initiative and passion for learning in every individual.

Our location in the Nillumbik Shire, northeast of Melbourne, is no accident. Historically this district has inspired free thought and innovation. For years, artists, writers and intellectuals have been drawn to Nillumbik as a pivotal centre for inspiration. The notion of ELTHAM as one of Australia's few truly independent schools was founded within this creative culture.

ELTHAM College uses technology to enhance its operations in all areas and for this reason it requires its workforce to be competent and effective users of ICT. All applicants should be able to demonstrate their capacity and willingness to embrace appropriate technology to enhance the aims of the College.

ELTHAM teaches 2 languages: Chinese and French. All students study a LOTE until the end of Year 9. The College has an active policy of encouraging language teachers to maintain their proficiency through professional development and visitation to the relevant country.

Exchange and Sister School arrangements are another important component of our language experience. Sister Schools have been established in Beijing, Shanghai, Montpellier and Okinawa. Study tours occur every two years.

This is a full-time permanent position commencing Term 1 2019. We are looking for an exciting, innovative teacher who is able to teach Mandarin Chinese from Year 7 through to Year 12 level.

### Position Objectives

To provide the best possible education and care for each student in alignment with the College's Strategic Directions and Values.

### Responsibilities/Duties

The main duties of a classroom teacher at ELTHAM College are to:

- Adopt strategies which will improve the quality of teaching and learning that occurs and which will ensure all students make progress
- Evaluate the effectiveness of their teaching

- Undertake the direct teaching of groups of students and individual students and other non-teaching supervisory duties as determined by the Principal
- Integrate the use of appropriate computer based learning into their programs
- Keep accurate records of students' attendance, progress and assessment
- Contribute to the development, implementation and evaluation of curriculum programs
- Keep abreast of all activities and developments in the College
- Contribute to the College's care, sporting, co-curricular and outdoor education programs
- Participate in parent information sessions, parent/teacher meetings and staff meetings
- Participate in school decision making processes and professional development activities

### **Key Selection Criteria**

- Appropriate qualifications, including VIT registration
- A high level knowledge of Chinese and the culture
- An ability to teach, and experience of delivering VET(VETiS) Chinese is desirable
- An ability to successfully develop, implement and evaluate curriculum
- Demonstrated innovative and creative teaching and learning practices and skills, including the use of appropriate learning technologies, to enhance student outcomes
- Demonstrated capacity to accommodate different learning styles and mixed ability groups
- Demonstrated commitment to ongoing professional development and the capacity to reflect upon professional practice to continually improve the quality of teaching and learning
- Demonstrated ability to develop constructive relationships with students which engender positive attitudes to learning
- Demonstrated ability to work effectively in a team environment
- Demonstrated high level communication and interpersonal skills when relating to students, parents and other teachers
- A commitment and capacity to contribute to the College's co-curricular program

### **Organisational Accountabilities**

ELTHAM College is committed to the health, safety and wellbeing of its staff and students. ELTHAM College and its staff must comply with a range of statutory requirements, including child safe, equal opportunity, occupational health and safety, privacy and trade practice. ELTHAM College also expects staff to comply with its policies and procedures, which relate to statutory requirements and our day-to-day operations.

**ELTHAM College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order No. 870 (2015).**

### **Applications:**

Intending applicants are invited to submit a full curriculum vitae with names of three referees by Wednesday, 24 October 2018 to [employment@elthamcollege.vic.edu.au](mailto:employment@elthamcollege.vic.edu.au).

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