



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Secondary Teacher (French)</b>
<b>Industrial Instrument</b>	Mount Scopus Memorial College and Gandel Besen House <b>Teaching Staff Agreement</b>
<b>Classification</b>	As per Qualifications and Experience (Graduate, Accomplished or Expert Teacher)
<b>Time Fraction</b>	Part-time/Full-time
<b>Reports to</b>	Deputy Principal - Secondary
<b>Date Created</b>	16 March 2021

### About the Organisation

The College, which operates over three campuses in Melbourne, with over 1,500 students from Early Learning to Year 12, is one of the most respected co-educational Jewish Day Schools in the world offering educationally enriching programs with dedicated staff and world class facilities.

The mission of Mount Scopus Memorial College is to provide each student with an education and an environment that

- promotes excellence in learning and academic achievement by means of inquiry and critical thinking and by creating a desire for lifelong learning
- develops the student's whole personality by offering a wide range of activities, inside and outside of the classroom
- provides Jewish learning, values and experiences, within a Modern Orthodox and Zionist framework, that enable each student to make an informed choice as to the meaning of their Jewish identity
- engenders values, knowledge and skills so that students can play their full part in their communities – as members of the College, as Jews, as Australians and as citizens of the world.

Mount Scopus Memorial College aims to provide a high-quality schooling to all students:

- that is free from discrimination based on gender, sexual orientation, health, disability, race and socioeconomic background;
- that is underpinned by respectful relationships between all members of the school community;
- that takes place in an environment that is supportive and engaging for all school community members.

### Position Purpose

The purpose of a Secondary Teacher at Mount Scopus Memorial College is to carry out all professional teaching and associated duties in accordance with the mission and policies of the College for classes as assigned.

This position is responsible for the day-to-day work and management of assigned classes, the safety and welfare of students during on-site and off-site activities.

**Expected Outcomes  
(Accountabilities)****Teaching and Learning**

- Engages all students by designing lessons that are varied and include activities cognizant of and reflect the College's underpinning mission and ethos
- Delivers the Australian Curriculum by planning and preparing lessons that ensure breadth and balance in all subjects
- Organises and manage groups or individual students by differentiating student learning needs that reflect all student abilities
- Develops the social, emotional and cultural aspects of students' learning by identifying and implementing relevant opportunities
- Encourages students to engage in the learning process by creating a caring, supportive, purposeful and stimulating learning environment that fosters trust and respect
- Expands students' capabilities by using teaching and learning strategies that draw from and beyond the varied experiences of students; including the use of technology
- Stimulates student enquiry by encouraging students to ask questions and seek assistance as required
- Sets academic challenges for all students without causing undue frustration by setting appropriate expectations
- Keeps abreast of current research literature that relates to learning theory by reading relevant material and engaging in professional development activities

**Curriculum**

- Meets College and Department objectives by aligning lessons with the curriculum
- Provides students with course outlines and assessment details by documenting courses in accordance with College guidelines
- Keeps knowledge of content and pedagogy current by engaging in regular and meaningful professional development activities
- Provides individual differences in curriculum delivery by including variations in lesson design
- Enhances departmental reviews of curriculum and assessment by attending and participating in all relevant meetings

**Assessment and reporting**

- Assesses and reports student outcomes to the requisite standard by applying the College's Assessment and Reporting Policy and Departmental guidelines
- Sets regular homework and provide feedback to students within a reasonable time by referring to and following the Homework Policy
- Maintains accurate student records of homework and its assessment by recording and documenting outcomes
- Provides students with adequate opportunity to prepare for assessment by giving timely notice of assessment deadlines and detail of assessment procedures

- Enhances assessment and reporting across a semester's work by using a variety of assessment tools
- Completes subject reports to requisite standards by utilising the required style and submitting them by the set date
- Prepares honest but tactful student outcome reports by appraising students' strengths and weaknesses with an emphasis on strategies for improvement

#### **General responsibilities**

- Discusses student welfare concerns with the Year Level Coordinator by observing changes in attitudes or performance of students that may indicate underlying problems or issues
- Reports observations of any social behaviours such as bullying by that may be causing distress and or distracting students from effective learning by remaining vigilant and observant
- Fosters a caring and respectful college environment that promotes the development of healthy self-esteem by encouraging students to take care of themselves, their own books and equipment and respect their peers and their peers' possessions

#### **Child Safety**

- Understands and applies the College Child Safety policies and procedures by identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- Engages in child safe behaviour by maintaining good order and discipline among the students

#### **Health and Safety**

- Exercises a duty of care and comply with the College's Occupational Health and Safety policy and procedures by engaging in safe practices, providing a safe environment, undertaking risk assessments and reporting incidents

#### **Qualifications and Experience**

- Qualified teacher with Full or Provisional VIT Registration or Granted Permission to Teach by VIT
- A degree including educational qualifications
- A thorough understanding of the Australian Curriculum and assessment requirements
- Experience in teaching at VCE Level

#### **Capabilities**

#### **Personal Attributes**

##### **Attribute**

##### **Observable behaviours**

##### **Student/parent**

- Prioritises needs of students and parents
- Aims for best outcomes for students and parents

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<b>focused</b>	<ul style="list-style-type: none"> <li>• Is outcome focussed</li> <li>• Follows through with commitments</li> </ul>
<b>Resilient</b>	<ul style="list-style-type: none"> <li>• Recovers quickly from setbacks</li> <li>• Overcomes obstacles and impediments</li> <li>• Learns from experience and identifies areas for self-development</li> </ul>
<b>Collaborative</b>	<ul style="list-style-type: none"> <li>• Works with others to achieve common goals</li> <li>• Engenders a spirit of teamwork</li> <li>• Inspires trust</li> </ul>
Supportive	<ul style="list-style-type: none"> <li>• Encourages others to attain goals and achieve</li> <li>• Listens actively and inspires confidence</li> <li>• Demonstrates empathy when confronted with adversity</li> </ul>
Self-disciplined	<ul style="list-style-type: none"> <li>• Manages own time to achieve key outcomes</li> <li>• Avoids distraction and diversions</li> </ul>
Flexible	<ul style="list-style-type: none"> <li>• Adapts to changing circumstances in the workplace</li> <li>• Prioritises work and addresses what is most important</li> <li>• Takes advantage of new and emerging opportunities</li> </ul>
Ethical	<ul style="list-style-type: none"> <li>• Has integrity and principles</li> <li>• Is truthful</li> <li>• Reflects expected standards of behaviour and/or Code of Conduct</li> </ul>

### Specialist Capabilities

Descriptor	Observable behaviours
Teaching and Learning	<ul style="list-style-type: none"> <li>• Demonstrates thorough and up to date knowledge of the range of teaching, learning and behaviour management strategies and implements them effectively</li> <li>• Maintains and actions Professional Development plans</li> <li>• Attends and grows through Professional Development sessions</li> </ul>
Technologically aware	<ul style="list-style-type: none"> <li>• Applies computer software relevant to the curriculum</li> <li>• Aware of the potential of use of computer technology to enhance the delivery of the curriculum</li> </ul>

### Generic Capabilities

Descriptor	Observable behaviours
<b>Child safety</b>	<ul style="list-style-type: none"> <li>• Knows and practices the legal requirements, national and state policy and guidance on the safeguarding of children</li> </ul>
<b>Continuous improvement</b>	<ul style="list-style-type: none"> <li>• Contributes to evidence-based practice</li> <li>• Reflects on practice</li> <li>• Records stakeholder complaints and feedback</li> <li>• Identifies opportunities for improvement</li> </ul>

	<ul style="list-style-type: none"> <li>• Acts to implement improvement</li> </ul>
<b>Interpersonal dynamics &amp; communication</b>	<ul style="list-style-type: none"> <li>• Regulates own behaviour</li> <li>• Listens actively</li> <li>• Speaks with courtesy</li> <li>• Gives constructive feedback</li> <li>• Conveys information effectively – verbally and in writing</li> <li>• Adapts style to audience</li> <li>• Uses appropriate interpersonal styles and methods to assert own ideas and gain agreement or acceptance of others</li> </ul>
<b>People capability</b>	<ul style="list-style-type: none"> <li>• Maintains awareness of own skills strengths and gaps</li> <li>• Seeks, and is open to, feedback on own effectiveness</li> <li>• Proactively identifies areas for self-development</li> <li>• Actively works to address skill and knowledge gaps</li> <li>• Maintains and updates technical proficiency</li> </ul>
<b>Time and task management</b>	<ul style="list-style-type: none"> <li>• Performs own role and responsibilities efficiently</li> <li>• Manages time and responsibilities</li> <li>• Prioritises work and addresses what is most important</li> <li>• Uses available tools effectively to assist with planning and organising</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Completes accurate reports, logs, case notes and files</li> <li>• Uses technology and software applications effectively in accordance with task requirements</li> <li>• Collects, uses and shares information in line with College policies and guidelines</li> </ul>
<b>Safety &amp; wellbeing</b>	<ul style="list-style-type: none"> <li>• Performs all duties in a safe manner, ensuring the safety of self and others</li> <li>• Understands and adheres to Work Health and Safety (WHS) policies and procedures</li> <li>• Participates and contributes in consultation forums</li> <li>• Identifies and reports all hazards, near misses and incidents</li> </ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• VIT Registration/Permission to Teach</li> <li>• Current Victorian Driver's License</li> <li>• 5+ Years experience</li> </ul>

An annual review of this Position Description and allocation of specific responsibilities will take place as part of the Performance Management Review.

This Position Description may be amended at any time following discussion between the Principal and the incumbent.

## EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood, and accept its contents.

### Signatures

Employee Name	Signature	Date
Manager Name	Signature	Date