



## Position Description

<b>Position:</b>	<b>Chinese Teacher</b>
<b>Position Status:</b>	Part-time (0.42 FTE), fixed-term
<b>Classification:</b>	In accordance with the Presbyterian Ladies' College Teachers Agreement 2022-2024
<b>Reports to:</b>	Head of LOTE. All positions in the College ultimately report to the Principal

### Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Truth and Excellence, Character and Integrity, Service and Leadership, Care and Respect, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

### Context of the Role

The Chinese Teacher is part of a team which comprises of the Head of Chinese and other Chinese teachers. This Department sits within the Language other than English (LOTE) department which includes teachers of Indonesian, Japanese, Chinese (Mandarin), German, Latin and French.

All members of this department will be aligned to the College goals as set out in the strategic plan.



## Position Overview

PLC is a school focused on the purposeful and curious pursuit of knowledge and understanding, guided by accomplished staff. The Chinese Teacher at PLC is a passionate and proficient educator with the ability to teach across Years 7 to 12 Chinese and will also have an ability to teach in senior years in both IB and VCE.

Collaboration is an important aspect of this role. The Chinese Teacher will work closely with a highly accomplished team of Chinese educators who are focused on creative, reflective development of curriculum and outcomes for our students. The Chinese Teacher will have excellent knowledge of current practice through AITSL standards.

## Key Responsibilities:

- encourage students' passion, motivation and excellence in Chinese
- teach the subjects creatively and with academic rigour
- create a learning environment that enables trust and respect, engaging all students in the learning process and catering for diverse abilities and learning styles
- work with members of the Chinese teaching team to plan and deliver units of work and related assessments
- ensure ongoing personal and professional development in Chinese education and pedagogy
- contribute to professional networks and associations, and build productive links with the wider community to improve teaching and learning

## Other Duties:

- as directed by the Head of LOTE or Head of Chinese
- active participation in the College's pastoral care system and support of Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff)
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, whole school, year level and House events
- actively contribute to a broad range of College activities and attend after hours commitments when required
- actively contribute to College-wide committees

## Key Relationships:

- LOTE Department
- Senior School Teachers and Staff

## Qualifications / Registrations:

- relevant Teaching Qualification
- current Victorian Institute of Teaching (VIT) registration

## Knowledge, Skills and Experience:

- excellent Chinese speaking skills and a diverse range of writing and communication skills; a native or near-native speaker of Mandarin
- experienced in teaching Chinese from Years 7 to 12 VCE with experience teaching IB Chinese Mandarin
- a teacher of VCE Units 3/4 Chinese Second Language Advanced
- demonstrated passion and enthusiasm for the teaching and learning of Chinese
- the ability to successfully plan and implement well-structured learning and teaching programs that engage students and promotes learning



- outstanding classroom teaching skills and a capacity to set explicit, challenging and achievable learning goals for all students
- competence in preparing materials and using technology for online learning
- the ability to work within and contribute to a team of highly accomplished teachers of Chinese, particularly in the context of planning units of work and related assessments
- the ability to successfully contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- a positive, proactive approach to students, peers, parents and members of the wider community

#### Key Attributes:

- ability to work independently and collaboratively as required
- calm under pressure
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner
- commitment to continual upgrade of personal skills and qualifications
- exceptional communication skills displaying sensitivity and discretion
- meticulous attention to detail and desire for accuracy
- committed to striving for continuous improvement and achieving exceptional outcomes
- demonstrates high levels of confidentiality, trust, credibility and honesty
- demonstrates a respect for and acceptance of difference in students, parents and staff
- displays empathy, enthusiasm, commitment and is highly motivated
- possesses a strong work ethic
- willingness to learn new pedagogy to improve classroom teaching
- exercises ownership and concern for quality of own work reflected in accuracy and attention to detail
- is flexible and has an ability to adapt and operate effectively in a challenging and changing environment

#### Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

#### We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

#### We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place



### All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

### Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

### Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

### In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

### Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

### In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures



- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

## Policy and Compliance Commitment

### Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

#### In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

**Mrs Cheryl Penberthy**

Principal

**April 2024**

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*