



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	French Preparatory School Teacher
Department:	Preparatory School
Location:	Bellevue Hill
Reports to:	Head of Preparatory School, Ultimately responsible to the Principal
Functional Relationships:	Principal, Head of Preparatory School, Head of Curriculum – Preparatory, Students, Parents/Carers
Date Position Description Approved:	April 2024

Primary purpose of this role

Support the strategic directions of The Scots College through delivery of effective teaching and learning programs, fostering an inclusive and challenging learning environment and engaging with the College community within and beyond the classroom.

Key Tasks and Expected Outcomes

1. Teaching Delivery

- Plan and implement coherent, well sequenced teaching and learning programs that engage students and promote learning for French
- Ensure that programmes and practices throughout the Teaching Program reflect the 'Brave Heats Bold Minds' Model for Learning
- Use a range of teaching strategies to deliver quality teaching programs that are responsive to the learning strengths and needs of students
- Use effective verbal and nonverbal communication strategies to support student understanding, engagement and achievement
- Use continuous assessment feedback to inform teaching practices
- Provide opportunities for students to develop understanding of and respect for a range of cultures including Aboriginal and Torres Strait Islander cultures
- Integrate ICT into teaching and learning programs
- Provide relevant opportunities for parent/carer involvement in the educative process
- Create inclusive, supportive learning environments
- Maintain workable routines in the classroom
- Manage challenging behaviour

2. Assessment and Reporting

- Adhere to College assessment and reporting policies and practices
- Prepare timely and meaningful feedback and reports and notifications to students and parents
- Participate in moderation activities to support consistent and comparable judgements of student development.
- Maintain clear records pertaining to student development

3. Pastoral Care

- Participate in the pastoral care program and other co-curricular activities
- Model a Christian example in all activities
- Ensure that the pastoral care exercised encourages positive behaviour/conduct and 'good standing' of students with some relationship with "A Fine Scots Boy!" principles
- Ensure a high quality transition experience for students.
- Proactively communicate with students, colleagues and parents/carers in a respectful, clear, caring and professional way
- Establish rapport with students and provide ongoing encouragement
- Maintain professional confidentiality on information about students
- Provide professional support to colleagues in all areas of College life
- Communicate confidentially with appropriate senior staff any issues of perceived danger to a student

4. Policy Implementation

- Contribute to and implement Preparatory School policies and practices in a developmentally appropriate manner
- Ensure students' wellbeing and safety within the Centre by implementing College and legislative requirements
- Monitor and minimise risk through implementation of College Risk management procedures
- Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching

Performance Review Conditions

The appointee to the position of French Preparatory School Teacher will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the French Preparatory School Teacher is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The Preparatory School Teacher will, from time to time, be asked to take on extra duties that are assigned by the Principal.