



## Position Description

<b>Position:</b>	<b>Chinese Teacher</b>
<b>Position Status:</b>	Part-time (0.6 FTE), permanent
<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 Integrity, Empathy, Courage, Delight and Service, 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 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

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

**Mrs Cheryl Penberthy**

Principal

**October 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*