



## Position Description

<b>Position:</b>	<b>French Conversational Tutor (Senior School)</b>
<b>Position Status:</b>	Casual
<b>Classification:</b>	In accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
<b>Reports to:</b>	Head of French. 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 to deliver 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.



## Position Overview

The French Conversational Tutor works alongside the French Teachers in supporting and extending students' language skills and comprehension. The incumbent will model authentic language patterns and must have proven academic excellence in the subject area.

Collaboration is an important aspect of this role. The incumbent will work closely with a highly accomplished team of French educators who are focused on creative, reflective development of curriculum and outcomes for our students. PLC is a school focused on the purposeful and curious pursuit of knowledge and understanding, guided by accomplished staff.

## Key Responsibilities:

- foster student passion, interest and excellence in French
- provide tutelage in French language 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
- ensure ongoing personal and professional development
- contribute to professional networks and associations, and build productive links with the wider community to improve tutoring practices

## Key Relationships:

- LOTE Department
- Senior School Teachers and Staff

## Qualifications / Registrations:

- proven academic excellence in the subject area
- current Victorian Institute of Teaching (VIT) registration or Working With Children Check (Employee) card

## Knowledge, Skills and Attributes:

- be a native French speaker
- demonstrated passion and proficiency in providing conversational tutelage in French
- demonstrated knowledge of the VCE French curriculum and willingness to learn / adapt to the IB French curriculum
- demonstrated ability to create a learning environment that fosters trust and respect, encouraging all students to engage in the learning process, and catering for a range of abilities and learning styles
- the ability to work within and contribute to a team of highly accomplished teachers of French
- 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



*Presbyterian Ladies' College*

MELBOURNE



## **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

November 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*