

POSITION DESCRIPTION

POSITION: French Language Teacher
STATUS: Fixed term contract (Semester 2 2019)
TIME: Part time (0.4 FTE)
LOCATION: Mitcham Campus, Muggs Hill Road



POSITION CONTEXT:

Scotch College Adelaide is an Early Learning to Year 12 co-educational day and boarding school, which aims to develop all aspects of each person to instil the capacity for life-long learning and a sense of community.

Scotch College is a high-quality learning organisation that:

- Respects its Scottish heritage
- Pursues and expects quality
- Understands the need for agility
- Values diversity and global connectedness
- Prioritises excellence in teaching and learning outcomes

Key to the achievement of this vision is the College's strategy of attracting and retaining the Best People.

LINE MANAGEMENT:

- Reports to Head of Mitcham Campus and the Deputy Head of Mitcham Campus
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COLLEAGUES:

- Liaison with other College staff (teaching and non-teaching)
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DUTIES AND RESPONSIBILITIES:

- Teach French from 4 years old (Early Learning Centre) to Year 6.
 - Establish and maintain an inspiring, well-organised and stimulating shared learning environment.
 - Conduct cultural activities as part of the curriculum to support use of the language.
 - Document the teaching program and assessments on the College's Learning Platform – SEQTA.
 - Differentiate the teaching program/approach to cater for the needs of all students.
 - Liaise with the Chinese (Mandarin) teacher to ensure complementary language philosophies, approaches, expectations, outcomes and standards.
 - Integrate the Scotch FIT and wellbeing principles and approaches into learning programs.
 - Utilise digital technologies to enhance teaching and learning.
 - Assist and encourage all students to achieve their personal best. Liaise with specialist/support staff as required to support students with special needs.
 - Contribute to the co-curricular activities of the College.
 - Assess students as required by the College and maintain appropriate records. Write formal reports to parents each semester.
 - Conduct formal Learning Progress Meetings, with parents/carers & guardians in accordance with the College's schedule and other parent meetings as required or requested. Liaise in a timely manner, with Home Group teachers and families regarding any student concerns, to ensure they are well informed.
 - Act as an excellent role model for students, colleagues and parents; always representing the College in a positive and professional manner.
 - Attend all staff meetings on days of employment (an invitation is extended to attend meetings on other days) and contribute to the culture of professional sharing.
 - Attend College functions and events when required.
 - Demonstrate a commitment to one's own professional learning, including undertaking regular professional development activities in relation to the requirements of this role.
 - Undertake other duties as required.
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QUALIFICATIONS:

- Relevant teaching qualifications and experience related to the teaching responsibilities required by the position.
 - The successful applicant must be currently registered to teach in South Australia, have a current DCSI Certificate, have completed Reporting Abuse and Neglect – Education and Care and Apply First Aid.
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PERSONAL ABILITIES/APTITUDES AND SKILLS:

- Excellent interpersonal skills, including an open and friendly disposition, the ability to listen effectively.
 - The ability to communicate with and relate effectively to students and parents from a range of backgrounds to ensure that their needs are met.
 - Outstanding verbal and written communication skills.
 - Superior organisational ability and demonstrated self-motivation and initiative in setting goals, prioritising work, managing multiple tasks and creating solutions.
 - Ability to develop and maintain positive relationships with key stakeholders within the College community.
 - Proven ability to differentiate to cater for extremely able students.
 - Demonstrated ability to work as an effective and constructive team member and a willingness to fully participate in College Activities.
 - Ability to develop, promote and implement new and creative initiatives.
 - Demonstrated personal resilience, including the ability to work under pressure and manage stress effectively.
 - A high degree of confidentiality and professional judgement.
 - A high level of energy and vitality.
 - An enthusiasm for education and the well-being of young people.
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EXPERIENCE:

- Experience in teaching French from 4 years old to Year 6.
 - A strong history of delivering outstanding educational outcomes.
 - Proven experience in the use of classroom-based digital technologies tools.
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KNOWLEDGE:

- Knowledge of Digital Technological developments and tools relevant to teaching.
 - Knowledge of current best practice in management of student relationships and behaviour.
 - Knowledge of Protective Practices for staff in their interactions with children and young people (DECS 2011 Guidelines for staff working or volunteering in education and care settings).
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SPECIAL FEATURES OF THIS POSITION:

- Out of hours work may be required.
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Authorised by the Director of Human Resources – May 2019