POSITION DESCRIPTION

Teacher of Chinese

METHODIST LADIES' COLLEGE

OVERVIEW	
Reports To	
Head of Academic Department	
Department/Section	
Languages	
Key Relationships	
Internal: • Principal • Students • Executive Leadership Team • Academic Head of Department • Academic Department Staff • Heads of Year • Mentor Teachers	**External:** • Parents and Caregivers. • Members of the Academic Board.

QUALIFICATIONS AND EXPERIENCE
Essential
• Eligibility for TRBWA registration • Demonstrated excellence in learning and teaching • Recognised expertise in the relevant discipline area • Highly developed information, communication and technology skills • Strong advocacy for all-girls' education and the promotion of all-girls' learning environments' • Knowledge and commitment to the ethos and values of the College • Professional integrity and empathy for young people • Capacity for strategic thinking and ability to implement and drive change • Highly developed interpersonal, communication and relationship building skills • Ability to be a high-functioning, contributory and collaborative team member • A commitment to ongoing professional growth and development • Strong advocacy for all girls' education and the promotion of all girls' learning environments
Desirable
• Relevant industry experience

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POSITION DETAILS
Role Purpose
• A teacher, under the supervision of the Head of Academic Department, is responsible for the preparation and delivery of appropriate and engaging learning experiences for their students, assessment and reporting of student progress according to School and Department requirements, the proper management of classes and the safety of students in their care.
Role Responsibilities
Learning and Teaching • Design and implement engaging learning experiences for students. • Use data and expertise to develop and maintain evidence-informed lesson plans, programs, units of work, and pastoral records. • Develop and administer the appropriate programs of assessment at each year level, having regard for the Department, the SCSA and College Assessment Policy requirements. • Ensure that students' work is marked and returned promptly, and appropriate feedback is given to students and parents. • Assist with the preparation and proof-reading of student academic reports. • Engage with and adapt to a variety of school systems, software and technologies that have been implemented to enhance learning and teaching outcomes. • Participate in the development of cross-curriculum planning and integrated projects in collaboration with other academic disciplines. **Student Wellbeing**. • Demonstrate a thorough understanding of the learning and pastoral needs of students and the capacity to respond to these in teaching and assessment programs. • Under the supervision of the Head of Year, lead or assist with a Mentor Group. • Refer individual students to the Head of Department, Head of Year, Deputy Principal or Head of School if further professional support is needed. • Make provision for appropriate school work to be provided in cases of student illness. • Prepare and proofread pastoral reports. **Communication and Collaboration** • Demonstrate highly developed organisation and interpersonal skills including the ability to resolve conflict if it arises. • Participate as an active member of the Academic Department

- Build positive relationships with students and parents/caregivers
- Contribute to research and thought leadership in relevant areas
- Explore innovative courses and approaches to learning

Administration Management

- Ensure all online and other records of lessons and teaching programs provided to students and parents, are up to date and aligned to school policy
- Oversee all assessments in your classes and ensure equitable and transparent processes for the collection and allocation of marks aligned with the SCSA assessment and school policy
- Ensure courses are implemented according to the SCSA and provide all required data according to specific timelines

Professional Development

- Critically reflect on teaching practice and modify it accordingly
- Demonstrate commitment to personal professional development on a planned continuing basis, and apply learning gained.
- Demonstrate involvement in professional networks as the opportunity arises.
- Engage with current issues in education and the educational implications of trends and developments.

General

- Co-ordinate and participate in relevant co-curricular activities and competitions
- Undertake any other duties as directed by the Principal of line manager
- Demonstrate and promote the Vision, Values and Mission of the College

Terms of Appointment

Contract Type: Fixed Term