



POSITION DESCRIPTION

Title:	Assistant Head of Languages and French Teacher
Reports to:	Head of Department, Languages
Terms and Conditions:	This is an ongoing teaching position with a leadership component.

At PLC our students and staff thrive. Ensuring each student feels known and valued provides the strong foundation of what makes PLC so special. Our dedicated exceptional teachers lead a world-class education, inspiring and developing each student's gifts and talents. PLC girls are encouraged to take risks in a safe and supportive environment, develop a lifelong love of learning and discover their strengths.

The primary role of a teacher at Presbyterian Ladies' College is to provide the best possible education and duty of care for each student in line with the values and objectives of the College.

The Assistant Head of Languages will support the Head of Department, Languages to lead a team of specialists delivering exceptional language classes across our College from Years K -12.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls the confidence to lead purposeful lives and make an active contribution towards the common good.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Presbyterian Ladies' College have a right to feel and be safe. We are committed to the safety and well-being of all children and young people. We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives. We have zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child-safe culture.

Each member of the College community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that



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the well-being and safety of all students is at the forefront of all that they do, and every decision that they make.

Staff Obligation to Child Safety

All staff at PLC take an active role and are well-informed of their obligations in relation to the safety and well-being of children and young people at PLC. The PLC Statement of Commitment to Child Safety and Wellbeing and relevant policies have been developed in line with the National Principals for Child Safe Organisations. They are incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.



Key Duties and Responsibilities

Leadership

- Support the Head of Faculty in managing the department.
- Lead, providing specialist expertise and support for the management of the French Language programs.
- Support staff to meet course delivery requirements by SCSA.
- Support the Head of Faculty in leading pedagogical improvements in both Senior school and Junior school language program.
- Support staff with organisation of initiatives other than teaching to enhance student learning. (Study tours, exchange program, incursions, excursions ect.)
- Liaise with Alliance Francaise as required

Teaching Practice

- Participate in the creation, development and evaluation of curriculum within the department in which teaching is undertaken.
- Be innovative in the use of resources including Learning Technologies to deliver engaging curriculum.
- Promote an environment of dynamic, active and genuine learning.
- Differentiate the curriculum to ensure the needs of all individuals in their classes are met.
- Give adequate time to lesson planning and organisation.
- Be aware of course requirements and their directions.
- Reflect and assess the effectiveness of their teaching.
- Keep accurate records of students' attendance, progress and assessment.
- Monitor each student and inform students of their progress.
- Maintain good communications with parents concerning the progress of their child.
- Attend Parent/Student/Teacher interviews.
- Submit lesson plans and records to Curriculum Coordinators, Heads of Departments, Head of Junior School and Deputy Principal as required.
- Write formal academic reports that conform to PLC Guidelines.
- Liaise with the appropriate teaching support staff in the implementation of the curriculum.

Pastoral Care

- Participate in PLC's pastoral care system as directed.
- Care for a House Tutor Group in a way that reflects PLC's values and ethos.
- Be sensitive to students experiencing personal, social or organisational problems.
- Liaise with colleagues and parents (guardians/Boarding House staff) concerning the House Tutor Group and its individual members.
- Attend House, College and Year meetings as required.
- Attend all relevant College assemblies.
- Attend Chapel services (when required).
- Attend Parent/Teacher interviews as required.



- Attend Parent Information and Orientation meetings as required.
- Attend College organised activities relevant to your House Tutor Group.

Professional Development

- Lead the professional development of staff teaching French across the College.
- Maintain technology competencies relevant to and as required by PLC.
- Attend appropriate seminars and courses and participate in subject or area association meetings as appropriate.
- Supervise student teachers and actively participate in their learning
- Maintain relationships with professional associations as appropriate for a teaching professional, (for example, but not limited to, Curriculum Council, AISWA, STAWA, MAWA, ETA, IPSHA).
- Comply with the Professional Review process used at PLC.
- Attend Monday Professional Learning Sessions.

Co-Curricular Activities

- Fulfil co-curricular responsibilities as negotiated with the Head of Staff or Head of Junior School and in accordance with PLC guidelines.
- Ensure that all activities are pursued in a manner consistent with the values of PLC.
- Provide leadership and instruction to participating students.
- Encourage students to be active participants in the co-curricular life of the college.
- Keep accurate records of student attendance and performance within the co-curricular activity.
- Where appropriate or requested to do so, nominate students for College awards.
- Maintain appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe for student participation.
- Ensure the necessary equipment is available and cared for in an appropriate manner.

General, Administration and other Activities:

- In addition to normal teaching duties, teachers are expected to:
 - Attend Speech Nights as required.
 - Attend Relevant Chapel Services (including Founder's Day Service) and Assemblies.
 - Attend meetings as required.
 - Undertake ground and other supervision duties as required.
 - Participate in College Outdoor Education Programs as required.
 - Attend IGSSA/JIGSSA Swimming and Athletics Carnivals.
 - Attend staff planning and professional developments days.
- Lesson time that has not been assigned to classroom teaching is provided for the purposes of lesson preparation, assessment of students' work and individual student counselling or tutoring.
- Teachers at PLC are expected to maintain exemplary practice in the educational enterprise in which they participate. Key features of this include;
 - Excellent and responsive relationships with students marked by mutual respect and professionalism.
 - The provision of high quality curriculum.



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- The provision of educational opportunities and activities which enable all students to achieve their highest potential.
- Excellent collegial relations.
- Mentoring of teachers new to PLC.
- Mentoring and coaching of teachers new to PLC and the profession.
- Regular participation in professional development courses and programs.
- Effective involvement in general pastoral care programmes and structures of the College.
- Effective participation in the co-curricular programmes of the College.

Relationships and Communication

- Teachers at PLC are part of a large and complex staff structure in which all members, and as such will have reporting lines across interdependent functions.
- The following reporting structure for teachers are as follows:
 - The Principal for the general discharge of their duties.
 - The Head of Staff for day-to-day matters; for Junior School it is the Deputy Head of Junior School.
 - The Head of School for pastoral care within each school.
 - The Deputy Principal, Head of Junior School and or Head of Department for the development and implementation of curriculum.
 - The person in charge of the specific co-curricular activity undertaken by the teacher, (eg; Head of Sport, Director of Performing Arts).
- Public Relations (eg: contact with the media, police) and contact with general external agencies is the responsibility of the Principal or delegate. Teachers are not authorised to undertake this role and must contact or refer any matter to the Principal or delegate.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students
- Participate in any health and safety training and manage staff engagement and completion.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is a party to, or observes, in the correct manner.
- Model safe, respectful and inclusive conduct.
- Engage in preventative action and proactive resolution of hazards, risks and incidents.

Knowledge, Skills, Experience and Attributes

- Passionate about educating young women;



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- Appropriate teaching qualifications and experience teaching French;
- Outstanding approach to teaching practice;
- Well-developed interpersonal, communication, presentation and negotiation skills;
- Ability to work as a team member and believe in lifelong learning;
- Working Knowledge of Apple MacIntosh/Microsoft suite of products;
- Well-developed analytical and problem-solving skills;
- Demonstrates a passion and commitment to the vision and values of PLC;
- Committed to striving for continuous improvement and achieving exceptional outcomes;
- Possess a strong work ethic and is reliable and punctual;
- Demonstrates respect for and acceptance of differences in students, parents and staff;
- Displays empathy, enthusiasm, and commitment and is highly motivated to contribute;
- Is flexible and can adapt and operate effectively in a challenging and changing environment.

Qualifications, and Certifications

- Relevant university degree and education qualifications.
- Current Working with Children Check and Police Clearance.
- Current WA Teachers Registration Board Certification, or eligibility for registration in WA.