



# TEACHER OF CHINESE VCE & IB

## The Ridgeway Campus

### Position Description

#### The Role

A replacement position has become available for a 1.0 FTE Senior Years Teacher of Chinese to commence Thursday 25 January 2018 for the duration of Term 1 with the possibility of extending into Term 2. The ability to teach across both VCE and IB is advantageous.

Responsible to the Deputy Principal /Head of The Ridgeway Campus to ensure the effective delivery of all academic programs and co-curricular activities. The successful candidate must have the capacity to work independently and as a member of one or more faculty and pastoral teams.

#### Key Responsibilities

- A sound academic background in the teaching of Languages other than English.
- An ability to foster skills development appropriate to the LOTE area.
- An avid interest in the development of engaging and challenging Chinese curriculum resources for the School community.
- An established level of expertise and knowledge of the Chinese Language.
- An established level of expertise and knowledge of both Chinese and western literature
- Teach the given allotment.
- Liaise closely with and respond to directions or suggestions initiated by the Head of Languages and Literature.
- Assist with the development, documentation and sharing of teaching materials.
- Provide student reports as required.
- Attend Student/Parent/Teacher Interviews as scheduled.
- Participate in the School's Professional Development activities.

#### **Academic Staff at Ivanhoe Grammar School will have or be able to demonstrate:**

- A high standard of teaching practice based upon an understanding of varied teaching and learning approaches.
- Knowledge of the VCE/IB and its procedures and preferably some teaching experience at this level.
- A sound understanding of the principles of Senior Schooling.
- An interest in curriculum that is holistic, challenging, integrative and exploratory.
- An understanding of the ways assessment and evaluation may promote learning.

- A good understanding of the place and use of computers within the classroom and as a tool for learning.
- The ability to create learning environments where individuals feel secure and valued while challenged to define and pursue their own level of excellence.
- An understanding of the preferred learning styles of boys and girls responding to their needs with appropriate teaching strategies.
- Positive support for the fulfilment of the Ridgeway Campus Vision for all students.
- An ability to communicate openly and honestly.
- An ability to foster good relations with the parent community
- Professional standards as described in the Victorian Institute of Teaching “Professional Standards for Teachers”.

All members of staff at the School are expected to be competent in the use of technology in the classroom, active in the pastoral management of students, supportive of the School’s Christian ethos and able to contribute to the sporting and wider co-curricular program.

This position description is an overview of the major duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School’s Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these Policies or Staff Code, the School will take appropriate disciplinary action.

## **Applications**

Please refer to the School’s website [www.ivanhoe.com.au/currentvacancies](http://www.ivanhoe.com.au/currentvacancies) for the application process. Only applications using the online application form will be accepted. Applications will close when a successful candidate has been appointed. Interviews will take place during this process.

Applications should be addressed to:

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Deputy Principal/Head of The Ridgeway Campus  
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