

# Job Description

## Position

Teacher of French

## Reporting to

The Headmaster, through the Deputy Headmaster/Head of Senior School

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

## Purpose of the Role

The Teacher of French is primarily responsible for directing the work of students to promote learning in French, and to maximise their individual growth in a challenging and caring environment. This position works collaboratively with other members of the Faculty to develop the French programme within the framework of the aims and strategic goals of Melbourne Grammar School.

This position is fixed-term, part-time, with a teaching load of 0.75FTE, and is available from Term 1 2016 to the end of Term 4 2016.

## Key Internal Contacts

Headmaster	Deputy Headmaster/Head of Senior School
Head of Languages/Head of French	Other Teaching staff
Heads of House	Director of Learning and Research
Director of Sport	

## Key Responsibilities

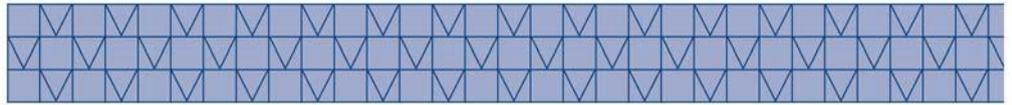
The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### Subject Teacher

- Prepare for and conduct French classes as scheduled
- Utilise appropriate technology in the teaching and learning of French, including use of student notebook computers
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Department
- Contribute to curriculum development within the department, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on the progress of individual students
- Implement strategies for getting to know and following the progress of each student in a house tutorial group
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and cultural activities
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL



# Job Description

## Risk Management, Health and Safety

- Adhere to and implement all safe working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues.

## Knowledge, Skills & Qualifications

- Demonstrated love for teaching Years 9-12 and a passion for education
- Proven capacity to improve student learning and promote academic excellence
- Clear understanding of educational assessment and reporting procedures
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Proactive contributions to wider school programmes
- Willingness to participate in educational change
- Ability to utilise Information Communication Technology as a vital part of the learning process
- Effective conflict management skills
- The ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends, as required
- Appropriate educational university degree with a major in French and VIT registration is essential.

*The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

Reviewed: October 2015