



French and English Secondary Teacher (MYP)

Blackhall Kalimna Campus

Set in beautiful natural heritage gardens, Preshil, the Margaret Lyttle Memorial School is an independent co-ed school in Kew providing services to children and young people between the ages of 3 and 18 years.

Preshil offers a truly contemporary, globally minded alternative to conventional schooling. As an International Baccalaureate (IB) Continuum School, our accredited IB Primary Years, Middle Years and Diploma Programmes (PYP, MYP & DP) align with the school's focus on intellectual challenge, inquiry and research-based learning. These programmes accommodate individual choice and independent learning and encourage students to develop 'the courage to question', to find their own voice and to become responsible and active global citizens beyond the classroom.

From the earliest years, children are encouraged to develop higher order thinking through play, problem solving, collaboration, philosophizing and exercising choice. Kindness, respect and courage are key learnings underpinning a creative rich programme which nurtures and inspires young minds. The Preshil approach to schooling does not use the fear of failure or the threat of punishment to motivate children. We do not demand conformity or unthinking obedience to arbitrary rules. The rapport between students and their teachers is respectful, reciprocal and focussed on achieving a lifelong love for learning, the best possible learning outcomes, trust and a genuine regard for each individual.

For further information on the IB programmes at Preshil and a copy of the Courage to Question brochure please [click here](#).

Child Safety

Preshil is committed to the creation and maintenance of a child-safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and comply with child safety standards and child protection reporting guidelines.

Other Legal Responsibilities

All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Preshil is an equal opportunity employer.

This is a part time (0.6) fixed term position commencing as soon as possible

General role description

- To have a strong background in teaching French and English
- To be able to contribute to the Electives program

- To demonstrate outstanding discipline-based knowledge and experience in teaching English and French in both the Middle Years and in the Diploma Years
- To carry out professional duties and to have responsibility for assigned classes, co-curricular programs and individual students
- To be responsible for the day-to-day learning and management of classes and the safety and welfare of the students, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education
- To carry out other duties as directed by the Principal

Learning culture and relationships

- Develop and model strong values based relationships with students, staff and parents
- Create and manage a caring, supportive, purposeful and stimulating environment which is conducive to student learning, safeguarding their safety and their well being
- Follow up with individual students in regard to behaviour that does not align with school values
- Monitor and implement attendance procedures
- Encourage and initiate opportunities for student feedback on their learning and classroom experience
- Maintain a supportive culture with colleagues, safeguarding their health and safety
- Model exemplary professionalism and organizational behaviour

Planning and development of programs and policies

- Participate in all required school meetings, parent evenings and whole school training events
- Contribute to the development and coordination of a particular area of the curriculum
- Actively contribute to the English and the Humanities teaching team and program
- Ensure that school policies are reflected in daily practice
- Work within the terms of the current Preshil EA

Learning and teaching

- Plan and deliver effective teaching and learning programs that align with the school philosophy, the MYP and the DP
- Identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations for all students
- Work with colleagues to team teach as required
- Ensure the differentiation of learning to reflect different styles, abilities and interests
- Develop the social, emotional and cultural aspects of students' learning
- Ensure students work to the best of their ability and that organization and work habits are reviewed and developed in all classes

Learning programs

- To document unit plans using ManageBac to enable sharing of curriculum across the school and to develop scope and sequences for each subject
- Participate in the collaborative development and evaluation of curriculum, and monitor, through observation and evaluation, the effectiveness of the learning/teaching program
- Maintain up-to-date subject and pedagogical knowledge
- Select and use a range of different learning resources and equipment
- Personalize learning to ensure that every student is challenged at their own stage of learning
- Supervise and support the work of teaching assistants, trainee teachers and newly qualified teachers

Feedback on learning and assessment

- Maintain a regular system of monitoring, feedback and assessment, record-keeping and reporting of students' progress

- Regularly seek formal and informal feedback from students on the effectiveness of the teaching

Pastoral care and extracurricular – camps and activities

- Participate in and organise co-curricular programs and activities that support the teaching program, such as excursions, social activities, sporting events, open days, performances, displays of student work, activities program and the school camps program
- Actively contribute to the wellbeing of students through mentoring of individual students, student forums, home groups and individual support

Communication with parents

- Initiate communication and consultation with parents on a regular basis over all aspects of their children's education – academic, social and emotional
- Use a range of communication approaches including Compass, email, phone contact, web platforms and meetings
- Follow up with parents any concerns in regard to engagement, attendance, punctuality and behaviour

Professional development

- Actively engage in ongoing professional development, maintaining a portfolio of training undertaken
- Identify areas for improvement and development through an individual staff project
- Actively seek feedback on performance from colleagues, students and mentors
- Offer professional development to colleagues within and beyond the school
- Actively work to meet all AITSL professional standards
- Adhere to the school's professional Code of Conduct and Safeguarding Children requirements.

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee or volunteer of Preshil The Margaret Lyttle Memorial School, you are required to meet the behaviour standards outlined in our Safeguarding Children in Schools Code of Conduct. You can access a copy of these guidelines via the Preshil website <http://www.preshil.vic.edu.au/why-preshil/policies/>

Therefore as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people

Conditions of Employment

The successful applicant will be subject to a Working With Children Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.