



## Peninsula Grammar School

Date:  
15/03/21

### Position Description

<b>Position Title</b>	Subject Leader - French
<b>Reports to (Position)</b>	Deputy Principal
<b>Direct Reports</b>	Nil
<b>Location</b>	Melbourne, Australia
<b>Employment Status</b>	Nil Time Allocation

Components of this Position Description	
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This Position Description is a summary of the core responsibilities and expectations of the Subject Leader - French. The incumbent may be required to perform other functions to support the organisation to achieve its objectives.

#### 1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing, and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling using appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.

#### 2. Position Objective

The Subject Leader - French reports directly to the Deputy Principal. The Subject Leader - French leads the delivery of education in the French Department across the Junior, Middle, Pre-Senior and Senior Years. Supporting the strategic direction of Peninsula Grammar through delivery of effective teaching and learning programs, by fostering an inclusive and challenging learning environment and engaging with the School community within and beyond the classroom.



### 3. Key Stakeholders

#### Internal

- Deputy Principal
- Heads of Learning Area
- Deputy Heads of Learning Area
- Teachers and other staff
- Students

#### External

- Parents and Families
- Members of the School Community
- External Providers

### 4. Core Responsibilities and Accountabilities

#### Curriculum

- Develop, maintain, improve and co-ordinate an inspiring and contemporary curriculum for 2-12, delegating duties as appropriate but maintaining overall control and responsibility.
- Develop a strategic plan that aligns the operations of the department with the strategic intents as outlined in the strategic plan for teaching and learning, towards the fulfilment of each identified goal.
- Design curriculum in consultation, where appropriate, with the Deputy Heads of Learning Area to provide the integration of learning technologies and digital resources in curricula at each year level.
- Oversee the mapping of the curriculum for their department as part of a consistent, school-wide, structure.
- Foster and lead curriculum innovation in conjunction with the Heads of Junior, Middle, Pre-Senior and Senior Years.
- Act as an advocate for the department throughout the School community and in the wider sphere. This includes, but is not limited to, the writing of articles for newsletters and publications, school course guides, the publication of journal articles and the presentation at conferences.
- Where possible, teach across years 7 - 12.
- Ensure compliance with state and federal policy and documentation as outlined by the government and sector specific governing bodies.

#### Assessment and Reporting

- Adhere to the School's assessment and reporting policies and practices
- Utilise feedback to continually improve assessment practices
- Develop, select, and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning
- Prepare timely and meaningful feedback and reports and notifications to students and parents
- Participate in moderation activities to support consistent and comparable judgements of student learning.
- Maintain clear records pertaining to student progress and assessment



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Staff

- Be regarded as a Leading Teacher in their department responsible for the mentoring and development of their staff.
- Foster improvement and change in the school and within their department.
- Coach and actively seek to improve pedagogy. This includes but is not limited to: classroom observation, professional discussion, feedback surveys from students, aligning teachers with the department's strategic intents, actively assisting teachers in the development of resources and lesson plans, fostering personal planning and generally working closely with their staff.
- Engage in an ongoing professional feedback cycle with teachers in their department that is both formal and informal. Formal written feedback will be provided to Middle and Senior Years teachers through an annual review that will form the basis for further discussion, informing teacher and departmental planning, and goal setting.
- Foster collegiality amongst the department, including, but not limited to the sharing of resources, organisation of meetings and opportunities for dialogue (both formal and informal), and developing professional relationships with all department members.
- Advocate on behalf of, and provide professional support for, members of the department where and when appropriate.
- Ensure staff are aware of, and comply with, the meeting of both internal and external deadlines that may apply to matters of reporting, assessment, or compliance.
- Assist staff with the completion of reports, overseeing the departmental database, providing direction and assistance to new staff, proof-reading reports from department members.
- Lead discipline-specific discussions within the school community with a focus on teaching practice, innovation, and professional development.
- Prepare an annual reflection on teaching and learning in their department. This reflection will take the form of a report and presentation as determined by the Heads of Department and the Senior Learning Group.
- Co-ordinate the utilisation of the learning management system on behalf of the department and ensure that it is maintained periodically and utilised effectively by all members of the department for course planning and student feedback.

Classroom

- Take responsibility on behalf of the department for the provision of stimulating classrooms. This includes, but is not limited to: wall displays, table and chair arrangements, and the general ambiance of the learning environment.
- Foster the development of technology and resource rich classrooms across the school in conjunction with the Director of Curriculum.
- Foster an appropriate standard of discipline and academic culture within the department and in alignment with the school and its core values.
- Foster the philosophy of positive psychology throughout the learning environments of the department.

Feedback

- Establish a standard of feedback appropriate to their department and specific to learning areas that meets the needs of parents, students, and teachers. This includes, but is not limited to, the development of assessment rubrics, assessment tasks, enforcing assessment turn-around timelines, and the development and fostering of a departmental lexicon.
- Co-ordinate, or delegate as appropriate, the moderation of assessment tasks.
- Take a leading role in ensuring the quality, accuracy and appropriateness of staff reporting comments.
- Ensure a rigor of assessment across all year levels that provides for the accurate and fair assessment of student skills. This includes responsibility for the setting of examinations.



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- Utilise, and develop the capacity of the department to use, VCE, NAPLAN and other relevant data to better inform teaching and learning in conjunction with the Deputy Principal – Learning & Development and the Heads of learning areas.

Maintenance

- Make recommendations, acquire, and organise teaching resources, print and electronic, and equipment and materials which support the vision for the department and the School teaching and learning priorities.
- Prepare and make recommendations for the annual department budget and adhere to the budget when approved.
- Undertake an annual audit of all curriculum resources and equipment as is appropriate to the department.
- Ensure that teaching resources, equipment and materials are maintained, updated, expanded and accessible.
- Establish and enforce a system which ensures maintenance and security of school resources, plant and equipment.

OHS

- Develop appropriate policies and procedures specific to the Department.
- Follow safe working procedures developed for the School.
- Report any hazards identified throughout the school to the OHS representative.
- Complete an incident reporting form for all incidents that occur in their domain.
- Respond to the requests of the OHS officer to provide information and relevant assistance.
- Comply with purchasing guidelines for health and safety when ordering plant, equipment and chemicals.
- Liaise with staff including the OHS manager to help resolve health and safety issues.
- Such other duties as may be required from time to time.

Other responsibilities

- Other duties as required

Workplace Health & Safety

- Adhere to all health and safety regulations;
- Report any equipment or incident that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace and its people.

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements;
- Attend training to maintain compliance with all child safety legislation, standards and regulations;
- Complete all mandatory training in a timely manner;
- Escalate and report all matters related to student safety immediately;
- Understand and work diligently to deliver student duty of care accountabilities.

**5. Key Selection Criteria**

- Supportive of the Educational Philosophy of the School
- Committed to the School's Positive Education philosophy
- Contribute to the caring and supportive community
- Strong management and coaching experience
- Be an active participant and lead within the professional learning community



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- Be active in promoting and modelling Christian values
- Have a high level of focus on developing a culture of excellence in all aspects of the role
- Continuously improve the professional knowledge base
- Enjoy being a member of a team which works together to deliver an exceptional French program at Peninsula Grammar.
- Be well organised, with highly effective time management skills
- Be committed to the holistic education of the students in their care.

**6. Qualifications, Registrations and Experience**

- Full VIT registration
- Current First Aid – HLTAID003
- Extensive experience in leadership and organisation
- Experience influencing change and adapting programs