

RAYMOND HOUSE JAPANESE TEACHER

POSITION DESCRIPTION

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| REPORTS TO | Head of Raymond House Deputy Head of Raymond House - Teaching and Learning Deputy Head of Raymond House - Pastoral Care |
| DIRECT REPORTS | None |
| KEY RELATIONSHIPS | Staff Students Parents |
| PURPOSE | The purpose of this role is to deliver Japanese primary curriculum for Years 4 to 6. |
| ENVIRONMENT | This is a fixed term part time 0.8FTE position. Commencing as soon as possible and concluding 10 December 2024. |

KEY AREAS OF RESPONSIBILITY

- Model exemplary teaching practices and professional behaviour
- Oversee the curriculum development, documentation and evaluation of Japanese for Raymond House
- Teach specialist classes of Japanese for Years 4 - 6
- Assist in the organisation of special events relevant to Japanese
- Develop and lead a vision for the area
- Foster links beyond the School to advance the area
- Contribute to the development of reporting processes
- Liaise with Learning Support and Learning Enrichment staff and assist them to develop programs to support Japanese curriculum
- Mentor Raymond House Japanese Captains
- Coordinate and facilitate lunchtime clubs related to Japanese
- Support Raymond House co-curricular program, including camps, excursions and events
- Attend all scheduled meetings
- Work effectively independently and to be a strong and valued member of the team
- Demonstrate professionalism, enthusiasm, patience, positivity, adaptability and innovation
- Ensure that the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable needs are met
- Understand and comply with Child Safety Standards
- Comply with Occupational Health and Safety requirements
- Other reasonable duties as directed by the Head of Raymond House



VALUES AND BEHAVIOURS

| Category | Expected behaviours |
|------------------------|--|
| Values | Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities |
| Communication | Communicates effectively, especially with adults |
| School standards | Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies |
| Business outcomes | Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members |
| Productivity | Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work |
| Continuous improvement | Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change |
| Planning | Demonstrates organisational skills Develops project plans with clear process and outcome |

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- An appropriate qualification in primary teaching and Japanese teaching
- Experience in, and a demonstrated passion for teaching with most current practices
- An appropriate undergraduate study/qualification
- Knowledge of curriculum and pedagogy related to the classroom
- Proficiency in delivery ICT in the classroom
- Experiences across all stages of education from Prep to Year 6
- A genuine commitment to their own learning
- A proven record as an outstanding teacher/teacher candidate
- Success in fostering in girls a love of learning and a commitment to excellence
- A proven ability to develop productive relationships with students, staff and parents
- Excellent organisational, administrative and presentation skills
- An understanding of the Lowther Hall context
- A current and appropriate VIT registration
- An understanding of child safe standards



- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

PERSONAL ATTRIBUTES

- Willingness to support the values of the School
- Ability to communicate effectively with adults and children
- Highly developed organisational skills
- Capacity to solve problems independently
- An ability to take initiative
- A willingness to accept direction
- A passion for working with children
- Capacity to work as part of a team
- Capacity to build relationships that improve learning outcomes
- High level of emotional intelligence

