



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Teacher of Chinese

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

Key Internal Contacts

Headmaster	Deputy Headmaster/Head of Senior School
Director of Learning and Research	Head of Teaching and Learning (Senior School)
Head of Languages	Head of Chinese
Head of House	Other Teaching staff

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 Chinese classes as scheduled
- Utilise appropriate technology in the teaching and learning of Chinese
- Work in a team with other teachers of Chinese
- 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
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities
- Undertake school-related duties such as staff meetings, yard duty, 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.



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MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all 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
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Knowledge, Skills and Qualifications

- A love for teaching boys in Years 9-12 and a passion for education
- Experience in teaching Years 9-12 Chinese
- 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
- A willingness to participate in educational change
- A high level of Information Technology skills
- Effective conflict management skills
- Ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends as required
- University degree with a major in Chinese
- VIT registration, or the ability to gain 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.