



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Head of Languages

Reporting to

Head of Curriculum, Senior School

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

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 650 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 1,150 boys - day students and boarders.

The Head of Languages is primarily responsible for the vision of the future development of the Language Programs, overseeing the planning, scope and sequencing of curriculum development and delivery of French, Latin, Japanese and Chinese across the School, where necessary, with particular responsibility for the Senior School programs.

Purpose of the Role

The Head of Languages works collaboratively with other Heads of Faculty and staff to develop language programs within the framework of the aims and strategic goals of Melbourne Grammar School.

This position is a 5-year appointment and has a teaching load of 1.0FTE. The teaching load is considered a significant aspect of the role.

Key Internal Contacts

Head of Curriculum	VCE Coordinator
Head of Staff Development	Director of Sports
Heads of House	

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.

Head of Faculty

- Manage the Languages Faculty teaching staff, including orientation, support and appraisal
- Liaise with the Head of Curriculum in relation to all matters affecting the Languages Faculty
- Facilitate appropriate consultation within the Languages Faculty, including convening and chairing of regular faculty meetings
- Develop, record, implement and monitor curriculum programs within the Languages Faculty
- Collaboratively plan courses, activities, excursions, field trips, resources, assessment and other relevant matters within the Languages Faculty
- Source, select, purchase and manage appropriate resources and facilities
- Lead and coordinate the implementation of the Languages programs in the Senior School, including liaising with the LOTE Coordinator at Wadhurst and the Head of Chinese at Grimwade House
- Communicate with staff, students and parents on issues relating to curriculum, assessment and the like
- Communicate with appropriate members of the Senior School Executive regarding staffing, allotments, timetabling of students and classes
- Represent the Languages Faculty within the School
- Monitor and control the Languages Faculty expenditure, adhering to the annual budgeted figures
- Participate, and encourage others, in regular externally provided and in-house professional development
- Support and review annually the performance of the Languages Faculty teaching staff
- Disseminate subject literature and other resources within the Languages Faculty.

Subject Teacher

- Prepare for and conduct classes, as scheduled
- Organise class materials to facilitate motivation, enjoyment and learning for each student in the class



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- Utilise appropriate technology in the teaching and learning of language, including use of student notebook computers and electronic devices
- 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 individual students' progress
- 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, Parent Teacher Student Evenings, events, excursions and the like
- Maintain adherence with 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.

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 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.

Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.



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Knowledge, Skills and Qualifications

- Coherent philosophy for the development of language curriculum at a senior level and the desire to create a shared collective vision for the Faculty
- Capacity to lead and inspire staff and students
- Ability to direct a faculty, including ability to plan and run meetings, communicate effectively and follow up on agreed action
- Ability to understand the needs of the teachers within the Faculty
- Ability to initiate, champion and manage change and/or innovation for the Faculty
- Knowledge of curriculum development and issues relating to the teaching of languages
- Knowledge of curriculum structure of language subjects within the Victorian Certificate of Education (VCE) and the Australian Curriculum
- Experience in teaching a language at a senior level and a passion for the education of students from Years 9 to 12
- Effective communication skills with students, staff and parents
- Willingness, ability and skills to contribute to co-curricular activities
- Well-developed time management and organisational skills
- Expertise in application of Information Technology to the school curriculum and commitment to encouraging its use within the Faculty
- Capacity to formulate and manage financial budgets
- Appropriate educational qualifications,
- Preparedness to work after school hours and weekend days, as required
- 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 depending on the operational needs and requirements of the School.