



# Donvale Christian College

## Position Description

**Position:** 2023 Primary Mandarin Teacher

**Position Details:** Part-time, 0.47 FTE, fixed term contract (12 months), commencing Term 3 2023

**Accountable to:** Deputy Principal, Head of Primary

### Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and addressing the criteria listed in the Position Description. Three referees are required to be listed, – included in the three is to be one church reference demonstrating an active faith.

Applications which will be received as advertised until **Monday, 22 May 2023** and should be marked '**2023 PRIMARY MANDARIN TEACHER**' and sent via email to:

*employment@donvale.vic.edu.au*

*Please note that the College does not accept unsolicited agency approaches. We expect candidates to apply directly.*

### Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1500 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Executive Principal is appointed by the Board and together they appoint staff.

Members of the Donvale Christian College community come from many different Christian faith traditions. To ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if

*"Act justly, love kindness and walk humbly with your God." Micah 6:8*

their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College. Membership of a Bible based worship community is one of the criteria that has to be satisfied to successfully gain employment.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

### **Role Description:**

The Primary Mandarin Teacher is responsible for the implementation of the Mandarin language program in the primary school that reflects the mission of the College and is appropriate to the needs of the students.

The core business of Donvale Christian College is to be a biblically directed learning community. Everyone and everything in this community serves this purpose. Each person in the College community has been gifted by God to make his or her contribution to the learning and teaching for which God has brought the College into being.

### **College requirements**

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

### **Professional relationships:**

- Responsible to the Executive Principal via the Deputy Principal (Head of Primary).
- Liaise with Deputy Head of Primary, Assistant Head of Primary (P-2), Head of Curriculum Development (Primary), Head of Innovations (Primary), Primary Specialist Teachers, Primary Team Leaders and teachers, Learning Support staff.
- Work collaboratively with the Primary Mandarin Teacher.

## **Principal Accountabilities**

### **Teaching**

- Plan and deliver teaching of Biblical perspectives integrated in Mandarin to students in Years 4-6.
- Plan and implement an educational program that caters for the learning styles and academic needs of individual students. Maintain records that provide tangible evidence of thorough planning.
- Creating flexible environments that support learning, enabling students to gain knowledge, reflect, engage and discover.
- Prepare teaching aids and student resources.
- Maintain up to date and accurate records on the College central assessment database that evaluate the progress of students.
- Communicate and liaise with parents: Report to parents through written reports at the end of each semester, interviews and other informal means.

### **Pastoral Care, Child Safety, Discipline and Classroom Organisation**

- Sustain an environment of Christian care and support based on Biblical principles taking daily devotions.
- Ensure that the learning environment is a place where individual rights are respected by all class members and where students feel safe.
- Maintain a learning environment that is physically and emotionally safe.
- Commitment to promoting and protecting the interests and safety of children.
- Establish and maintain a good rapport with students.
- Establish and reinforce appropriate codes of behaviour.
- Communicate with specialists and be familiar with specialist programs.

### **School Organisation**

- Complete assigned playground and car park duty as rostered.
- Prepare for and attend Parent/Teacher nights and Parent Information Sessions as required.
- Prepare for and attend Staff meetings.
- Prepare for and attend any meetings called by the Primary Heads and Primary Specialist Coordinators
- Prepare for and attend special events designated by the College, such as Open Day, Annual concerts, Sporting Programs and Thanksgiving service.
- Participate on committees as required.
- Attend and support staff devotions and lead devotions in staff meetings as rostered.
- Carry out staff room duty as rostered.
- Attend Board/Staff functions as arranged.

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- Attend Camps as required.
- Undertake policy and procedure training as directed.
- Other duties as directed.

### **Personal and Professional Development**

- Maintain a personal walk with God
- Pray for students
- Participate in annual Appraisal and Professional Development program
- Conduct in-service sessions as designated.
- Update and supplement teaching qualification with reading and professional development courses or seminars annually.
- Possible future leadership opportunities.

### **College Expectations**

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\’s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Comply with all College policies including Occupational Health and Safety.

### **Position Requirements: Knowledge and Experience**

- Tertiary qualification in Education and Mandarin.
- Registration as a qualified educator (VIT)
- First Aid certificate (level 2)
- Course in First Aid Management of Anaphylaxis
- A proven record of or ability to implement education programs
- Highly developed interpersonal skills
- Highly developed Information Communication and Technology skills

### **Remuneration**

- According to the Donvale Christian College's salary scale based on qualification and experience.

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### **Applications to include:**

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- Including a **covering letter**.
- Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
- **Three referees** are required to be listed, – included in the three is to be **one church reference** demonstrating an active faith.

### **Included in application please identify knowledge or ability in the following areas:**

*Professional teaching reflection addressing the following areas:*

- Perform their responsibilities in a manner which reflects the College's mission.
- Understanding and passion to teach with Biblical perspectives.
- Proven experience teaching Mandarin in a primary/secondary school.
- Reflections on a contemporary learning environment and how to allow for effective teaching and learning.
- Pastoral heart for student welfare, community connectivity and parent partnership.
- List evidence of personal ICT skills relevant to the position.

*The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.*