



## POSITION DESCRIPTION – INDONESIAN LANGUAGE TEACHER

Helena College is a non-religious, independent, co-educational school catering for students from Kindergarten to Year 12 in the Perth Hills, just 25kms from Perth City.

Across two campuses in Darlington and Glen Forrest, we provide a balanced education, developing the whole child through the inquiry-led, International Baccalaureate learning programme, in the primary and middle school years, and prepare students for ATAR and general pathways in Years 10 to 12.

We believe educating students extends beyond the classroom. We provide a holistic learning programme which includes Outdoor Education, camps, sports, arts, clubs and community projects, for students to develop the key cognitive, social and emotional skills they need to flourish and be active members of our broader community.

Helena College has a Child Protection Programme which is made up of rigorous work systems, practices, policies and procedures designed to maintain a child-safe environment within the College community. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.

Working at Helena College means you become part of a collaborative community with a commitment to core values and close working relationships between students, staff and families. We also have a demonstrated commitment to teacher and staff professional development.

### Role Description

The Indonesian Language Teacher will implement and deliver an appropriately broad, balanced and relevant curriculum that contributes to the language skills of our students. Languages are considered an integral part of the curriculum at the College.

<b>Status</b>	Part-time – 0.8 FTE (with potential to be Fulltime)
<b>Employment Conditions</b>	In accordance with: Educational Services (Teachers) Award 2020 Helena College Council (Inc) Collective Agreement 2018 as varied and replaced from time to time
<b>Salary Rate</b>	Based on prior experience and qualifications
<b>Effective Date</b>	1 January 2022
<b>Reporting to</b>	Director Teaching and Learning
<b>Direct Reports</b>	Nil

### Duties

The Teacher will –

- Be committed to teaching in a professional, dynamic and empathetic manner.
- Be responsible and accountable for continuing compliance to our Child Protection Programme whilst maintaining a contemporary knowledge of our policies and enact the policies at all times.
- Be committed to providing innovative and high-quality educational experiences.
- Deliver curriculum programmes that reflect current IB and WACE requirements as per the Western Australian Curriculum.
- Effectively plan and deliver the IB Middle Years Programme and WACE courses.
- Maintain moderating marking within a given year level or Upper School course.
- Effectively deliver all course learning outcomes, assessment and reporting requirements.
- Maintain knowledge of current practices, research and literature in relevant subject area.
- Differentiate programming and delivery to accommodate the learning needs of individual students.
- Provide a stimulating, helpful environment which is a focal point and showcase for students' learning achievements.
- Liaise with parents on matters pertaining to their child by providing them with relevant information in accordance with College guidelines.



- Liaise with the Head of Department in planning arrangements concerning special curriculum activities connected to the Department.
- Assist with extracurricular sessions scheduled throughout the terms.
- Commit to a shared homeroom with a pastoral care role and demonstrated willingness to be involved in extra-curricular activities.
- Fulfil camp commitments depending on homeroom allocation.

## General Responsibilities

Teachers are required to –

- Promote the School Vision, Mission and Values.
- Create and develop positive student learning environment.
- Provide exemplary teaching practices and professional behaviour.
- Develop and maintain collegial communication, co-operation and collaboration between all members of the Department.
- Assist with the development, implementation and evaluation of appropriate curriculum programmes.
- Be open to new ideas in education and contribute to curriculum debate within the College.
- Comply with the College's Health & Safety policy and procedures.
- Attend and participate in whole staff and departmental meetings as required.
- Any other reasonable duties as requested by the Principal.

## Essential Criteria

- Tertiary qualifications (or ability and experience) in teaching with fluency in the Indonesian Language
- Current teacher registration (Full or Limited Authority) and Working With Children Check
- Ability to develop and deliver inspiring and engaging programmes for students in Years 6 to 12
- Highly developed verbal and written communication skills in English and Indonesian
- Ability to work effectively in a team and collaborate with colleagues
- Comprehensive understanding of 'Duty of Care' and place a high value on Child Protection and well-being
- Excellent interpersonal skills and organisational ability
- Ability to develop and deliver inspiring and engaging programmes for students in Years 11 and 12
- Experience with the Apple operating platform
- Exposure to or an understanding of the IB MYP
- Membership of WILTA/MLTA or equivalent
- Commitment to quality pastoral care and whole person development of students
- Willingness to engage in assemblies, extra-curricular activities, camps and excursions as an integral part of College life
- Willingness and ability to apply the College's Vision, Mission and Values

## Helena College

Helena College has a strong and demonstrated commitment to teacher professional development, to ensure staff stay up-to-date with curriculum development and pedagogy related to their teaching practice.

The College

- Is an equal opportunity employer
- Complies with the requirements of the Privacy Act
- Has a strong commitment to OSH
- Will not tolerate harassment of any kind
- Has a no smoking policy
- Expects a high standard of dress
- Requires all staff to maintain effective class discipline and supervision to provide a safe and effective learning environment
- Requires all staff to act in accordance with school policies and the Staff Code of Conduct.