



POSITION DESCRIPTION

Position:	Language Assistant - French
Department:	Languages
Reports to:	Learning Leader and Coordinator of International Students
Commencement:	Term 1 2023
Schedule:	FTE0.6, Ongoing
PD Updated:	November 2022

Ruyton Girls' School is a forward-thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community. We are committed to child safety and have zero tolerance of child abuse.

POSITION SUMMARY

The French Language Assistants primary role is to increase student exposure to and interaction in French Language under the guidance and direction of the French Coordinator. Fluency in French is essential.

RESPONSIBILITIES AND DUTIES

Ruyton has a responsive organisational culture and, as such, this role may be altered to adapt to the evolving needs of the School. The responsibilities of the Language Assistant may include but are not limited to:

Learning and Teaching

- Assisting with oral practice at designated year levels
- Monitoring and recording student progress accurately and comprehensively
- Reporting meaningfully on student progress to the relevant teacher or Co-ordinator of French
- Collaborating with French teaching staff to promote and support curriculum consolidation
- Establishing and catering for individual students' prior knowledge, skill level and experience
- Providing constructive and appropriate feedback to students
- Adapting content and materials to personalise learning enabling enhancement and extension for all
- Preparing students for the VCE oral exam.

Planning and Preparation

- Planning collaboratively with the French teaching staff
- Developing materials and reviewing available resources to best support oral practice
- Viewing satellite programmes as requested
- Collating and recording additional material for students as required.

Professional Responsibility and Relationships

- Contributing positively to the collegiality and culture of Ruyton
- Attending required meetings and School events
- Monitoring student attendance (reports student absence to relevant French teacher)
- Keeping abreast of curriculum developments, especially the VCE Study Design
- Supporting the School's Philosophy and acting as an advocate for the School
- Maintaining positive and respectful relationships with students
- Communicating effectively with colleagues, parents and students
- Following the Code of Ethical Conduct for Teachers and Staff members at Ruyton.

Duty of care

- Be committed to providing a safe physical and emotional environment where students are respected and treated with dignity in an appropriate professional and caring manner
- Comply with Ruyton health and safety policies and processes, including awareness of any students in the group with medical issues and promptly reporting any concerns or problems to the Senior Sports Coach or TIC
- Ensure adherence to the School's Child Safety Code of Conduct, including the Child Safe Standards.

KEY WORKING RELATIONSHIPS

- Languages Faculty
- Coordinator of French
- Director of Languages
- Deputy Principal, Director of Learning
- Deputy Principal, Head of Senior School
- Responsible to Principal.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential Criteria

- Relevant language (French) experience and qualifications
- An active interest in and commitment to the education of girls
- Expertise and experience in supporting French language learning (particularly oral language)
- Ability to work collaboratively
- Ability to develop and implement programmes that extend and cater to the needs of all students
- Use of student learning data to target teaching and review learning programmes
- Demonstrated practice of contributing positively to the student wellbeing programme
- Technologically literate
- Well organised and flexible
- Strong collaboration, communication and time-management skills
- Possess and encourage a growth mindset
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Committed to continual personal and professional growth
- Professional presentation and manner.

Desirable Criteria

- Previous experience working in similar environment

RUYTON GIRLS' SCHOOL

12 Selbourne Road Kew 3101
Victoria Australia

Tel + 61 3 9819 2422
Fax + 61 3 9818 4790

ruyton@ruyton.vic.edu.au
www.ruyton.vic.edu.au

ABN 86 004 162 261
CRICOS 00336J

Qualifications and Training

- Holding and continuing to hold at all times during your employment a current WWC clearance
- Relevant teacher aide/assistant qualifications and/or experience
- Hold and maintain Apply First Aid HLTAID003 (or an equivalent qualification) and Anaphylaxis Training
- Mandatory Reporting Training

Personal Qualities

- Well organised and flexible
- Possess and encourage a growth mindset
- Patient, compassionate and relationship-oriented
- Strong communication and time management skills
- Ability to work well with others and to demonstrate initiative
- Enthusiastic and conscientious
- Committed to continual personal and professional growth
- Professional presentation and manner
- Balanced approach to life
- Ability to maintain confidentiality

EXPECTATIONS OF STAFF

Ruyton staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively.

- Treat each other with courtesy and respect
- Respect the right of each person to learn/work without disruption
- Accept responsibility for their own progress and development
- Accept responsibility for maintaining safe, clean, and pleasant surroundings
- Demonstrate self-respect and uphold Ruyton's reputation through their appearance and actions
- Understand and abide by all child safe principles
- Notify responsible staff promptly of any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment
- Support the vision, ethos, and culture of the school
- Contribute to and support the strategic directions of the school
- Adhere to the schools policies
- Obey the law.

TO APPLY

Applications should be emailed to Ms Linda Douglas, Principal, recruitment@ruyton.vic.edu.au by **midday Wednesday 30 November 2022**. No hard copies please.

Enquiries should be directed to HR, recruitment@ruyton.vic.edu.au

RUYTON COMMITMENT TO CHILD SAFETY

Ruyton is committed to ensuring a Child Safe environment, in which all our children and young people feel included, empowered, respected, valued, and safe. As part of our ongoing commitment to child safety and wellbeing, we ensure all staff, volunteers and contractors understand and adhere to our Child Safe program, including Child Safe polices and ongoing Child Safe training. Our recruitment processes place people that support and reflect our Child Safe and wellbeing values with the right qualifications and knowledge. Ruyton has a zero tolerance for child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures. Please refer to our school website to read our polices <https://www.ruyton.vic.edu.au/our-school/policies/>.

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

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