



Carey
Baptist
College
Harrisdale

Mandarin Language Teacher Position Description

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values excellence.

Purpose

The Mandarin Language Teacher serves within our community to:

- teach and assess Mandarin and Chinese culture in accordance with the Western Australia curriculum;
- develop materials and resources to aid the teaching of Mandarin;
- work as part of the Languages team to create a culture of inclusion and diversity;
- plan and deliver innovative teaching sessions to inspire and motivate pupils.

The Mandarin teacher forms part of the Primary School's Languages Team along with the Japanese and Indonesian teachers.

Key Responsibilities and Duties

- Model the College values and Christian ethos.
- Plan, teach and assess the Western Australian Curriculum for Languages - Mandarin from Year 3 to Year 6, one class per year level.
- Report on students' progress each semester.
- Liaise with the Japanese and Indonesian staff to create ways to celebrate the different cultures within the College community, and to promote the Languages taught at Carey.
- Provide a contemporary, relevant and student-centred education

- Establish caring and supportive relationships with students
- Manage student behaviour according to our policies
- Supervise students at recess, lunchtime and after school when on roster; give first aid when required
- Know which of your students have Emergency Action Plans
- Know your students with diagnosed disabilities and funding; meet with parents, EAs, managers and external providers when appropriate
- Meet with parents both formally and informally
- Communicate regularly with families through letters, emails, newsletter
- Manage resources
- Collaborate with colleagues and attend meetings when required
- Attend professional learning days and events and stay abreast of current best practice
- Attend special College events (which may occur out of school hours)
- Volunteer with different committees, clubs, extra-curricular events and activities
- Follow College procedures and policies
- Set goals to improve professional standards
- Meet with in-line managers for support and accountability
- Participate in social activities to grow and connect with staff, building a strong community and culture.
- Active involvement in prayer for the school and those within the school community
- Carry out other duties as directed by the Assistant Principal.

Knowledge, Experience and Attributes

Essential:

- Trained and qualified teacher of Chinese (Mandarin), registered or eligible for registration with the Teachers Registration Board;
- Able to establish caring relationships with students, demonstrating the love of God on a daily basis
- Academically rigorous, dynamic, creative and flexible in developing new ideas and resources, as well as adapting to curriculum changes;
- Excellent interpersonal and communication skills and be able to work with colleagues from different disciplines, across Primary and Secondary Schools as well as partner schools in the wider community;
- Ability to deliver age-appropriate instructional strategies to achieve the Languages curriculum goals;
- Support the Christian ethos of the School;
- Excellent organisational skills, planning and management capabilities;
- Excellent skills utilising and facilitating the use of technology in the classroom;
- Ability to operate in a supportive, collaborative and inclusive manner;
- Show initiative, flexibility and the ability to work both independently and as part of a team;
- Demonstrate a high degree of professionalism and confidentiality;
- Demonstrated interest in ongoing personal professional development;
- Be a self-motivated and rapid learner; seek and use feedback to improve performance;
- Demonstrate a solution focused approach;
- Be a positive, hard-working, collaborative and a flexible professional;
- Be a thinker and an action-oriented doer;
- Contribute to a positive and productive work environment.

Know your responsibilities regarding:

- Safety of students and child protection
- Professional boundaries and grooming behaviour
- Code of Conduct
- Occupational health and safety
- Mandatory reporting
- Privacy
- Confidentiality
- Borrowing and purchasing resources
- Professional learning.

Abide by 'The Carey Way'

- It takes a village to raise a child.
- We are all made in the image of God - 'Imago Dei'.
- No-one is here by accident; all are called by God.
- We operate on a platform of trust.
- Be solution focussed, not problem focussed
- Deal with the 'pinches' before they become 'crunches'
- Open-door policy
- Remember the Three Gs: + Grace - Gossip = Glorifying God
- Be the hands and feet of Jesus.
- Be curious - fill the gap with trust, not suspicion.
- Vision is a team sport - when we carry the vision, we cast the vision.