



APPOINTMENT OF

# HEAD OF LANGUAGES FACULTY

(PERMANENT FULL-TIME)



2019

## PURPOSE & CONCERNS

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The Friends' School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.

As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.



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THE POSITION

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*We are seeking to appoint a suitably qualified and experienced, highly motivated and passionate educator of Languages to fill this role, preferably from the start of Semester 2 (22 July 2019), although consideration may be given to candidates who are unable to start until January 2020.*

*The Head of Languages Faculty will be responsible to the Director of Teaching & Learning for providing educational leadership and maintaining an overview of all aspects of the curriculum in the faculty for Years 7 to 12.*

*The successful applicant will have experience teaching one of the School's core languages to senior level - French (preferable), German, Chinese or Japanese. International Baccalaureate Diploma Programme teaching experience is desirable. Exemplary teaching experience as a secondary school teacher is essential.*

*Some financial support will be provided for relocation expenses if the successful applicant is from interstate.*

BACKGROUND

The Languages Faculty at The Friends' School offers four languages - Chinese, French, German and Japanese. All Year 7 students take the four languages sequentially in one-term blocks throughout the year. In Year 8 students must continue with one language but may also take up a second language. From Year 9 to Year 12 languages become elective subjects.

The Friends' School offers the International Baccalaureate Diploma Programme at Years 11 and 12 as an alternative to the Tasmanian Certificate of Education. A second language is a compulsory subject for the IB Diploma.

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- Teaching practices which align with The Friends' School Purpose and Concerns and Quaker ethos
- Knowledge, acceptance and implementation of School Policies and Guidelines
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters
- Knowledge and implementation of relevant curriculum and engaging pedagogy that is current and comprehensive

- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents
- Willingness to teach across a range of disciplines if qualified to do so
- Commitment to the School's professional development program and alignment with the School's strategic goals
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff
- Behave and work in alignment with the most up-to-date version of the *Expectations of Teachers at The Friends' School*

#### S P E C I F I C D U T I E S A N D E X P E C T A T I O N S O F T E A C H E R S O F L A N G U A G E S

- Teach Languages to students from Years 7 to 10 (High School) and Years 11 and 12 (Clemes).
- Be a teacher who inspires and engages students in learning of Languages
- Actively participate in developing programs for Languages from Years 7 to 12 that are in keeping with the Australian Curriculum and the syllabus guidelines at The Friends' School.
- Work in a team of dedicated Language teachers and participate in a collaborative working environment
- Participate in the pastoral care system, normally by being a tutor for a group of students

#### S P E C I F I C D U T I E S A S H E A D O F F A C U L T Y

In particular, the Head of Faculty is responsible for:

- The development of the educational ethos of the School in accord with our Purpose and Concerns.

- Supervision of the development and delivery of the 7 - 12 curriculum in the faculty in consultation with the Director of Teaching & Learning, Deputy Head High School Curriculum and colleagues.
- Management and pastoral care of staff within the faculty, including any professional concerns that may arise.
- Input into the forecasting and recruitment of staff, consultation as required regarding relief staffing, and allocation of teaching loads within the faculty.
- Input into the management of facilities and equipment.
- Preparation and submission of annual departmental budget requests, including input into the ordering process.
- Oversight of Reporting and Assessment procedures 7 – 12 in the faculty.
- Supervision of faculty activities including meetings, planning sessions and parent information evenings.
- Induction, annual reflection and planning, performance appraisal and supervision of faculty staff.
- Planning and guiding professional development of staff in the faculty.
- Oversight of contact with parents and the wider School community about students or other matters to do with the teaching of the faculty.
- Liaison with Heads of School and Tutors regarding student well-being and progress.
- Support of the School through attendance at important events.

In addition:

- The Heads of Faculty are members of the School's senior management and are expected to play a role on various School committees.
- The Head of Faculty will have an appropriate teaching load and be expected to teach across the High School (Years 7 to 10) and Clemes (Years 11 and 12).
- Any other duty, in consultation with a senior member of staff, that supports the continual development of the Languages Faculty.

SELECTION CRITERIA

As a Teacher of Languages the successful applicant will:

1. show strong support for the Purpose & Concerns and ethos of The Friends' School.
2. Have a thorough knowledge of Languages curriculum Years 7-12, and familiarity with the Australian Curriculum 7-10, Tasmanian Certificate of Education 11-12, and the International Baccalaureate Diploma Programme. Exemplary teaching experience as a secondary school teacher is essential.
3. have highly-developed language skills in either French, German, Japanese or Chinese and have appropriate tertiary qualifications related to the role.
4. have the skills required to use relevant ICT and learning management systems as an integral part of teaching practice.
5. be willing to actively support activities that promote language and cultural awareness which may include overseas travel with students during vacation time. Be willing to actively support additional commitments that promote languages in the School
6. have excellent interpersonal, written, organisational and collaboration skills relevant to the profession.
7. have the skills and disposition required to take responsibility for the effective pastoral care of students, in both classes and tutor groups.
8. have the ability to work safely in a school environment and be fit to carry out the duties of the position.
9. be a fully qualified teacher, registered to teach or eligible to be registered to teach, within the State of Tasmania.

As Head of Faculty the successful applicant will also:

10. Demonstrate an ability to motivate, support and lead staff, especially in a time of curriculum change, and work co-operatively with curriculum and management teams across the School.
11. Be passionate about engaging young minds in the learning of Languages.
12. Demonstrate appropriate pastoral care skills to support staff of the Languages Faculty.
13. Demonstrate drive and enthusiasm for all aspects of School life (including the co-curricular program) and the ability to foster that drive and enthusiasm in others.

14. The Head of faculty teacher will respond well to research and innovation in the teaching of Languages and will help develop this use of best practice for all members of the department.

#### DELEGATIONS

- Managing the Languages budget
- Authorising expenditure and receipting of goods within the Languages budget

#### KEY RELATIONSHIPS

- Principal
- Deputy Principal
- Director of Teaching & Learning
- Deputy Head High School Curriculum
- Co-Heads of High School
- Heads of Primary and Senior Secondary sections of the School
- Heads of Faculty
- Year Group Coordinators
- Colleagues
- Students and parents

C O N D I T I O N S   O F   E M P L O Y M E N T

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (Teachers) Enterprise Agreement 2018*.
- General conditions of employment will be in accord with *The Friends' School (Teachers) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- The seniority of the position of Head of Faculty necessitates that the incumbent may be required to be present on campus before and beyond the regular timetabled day. This position also has an after hours component.
- Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid. However the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 10.5% employer contributions.
- Employees of The Friends' School will respect and comply with the *Staff Code of Conduct*.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the *Work Health and Safety Act 2012 (Tasmania)*, as an employee of The Friends' School you must:
  - Take reasonable care for your own health and safety.
  - Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
  - Comply, so far as you are reasonably able, with any reasonable instruction that is given by the School.
  - Cooperate with any reasonable policy or procedure relating to health or safety at the School that has been notified to staff.
- Fee concessions are available to assist staff in having their children educated at the School.
- Corporate Health Insurance Plan through BUPA and St Lukes.
- No cost use of gym and pool at Friends Health & Fitness.



A P P L I C A T I O N S

Applications addressing the selection criteria, and including the Staff Application Form, introductory letter and a CV, should be received by 4.00pm on Monday 25 March 2019.

Applications should be addressed to:

Nelson File  
Principal  
The Friends' School  
PO Box 42  
North Hobart 7002

or emailed to: [principal@friends.tas.edu.au](mailto:principal@friends.tas.edu.au)

Telephone: (03) 6210 2202  
Fax: (03) 6234 8209

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INFORMATION ABOUT THE FRIENDS' SCHOOL

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SCHOOL LOCATIONS

The School covers six sites: 23 Commercial Road, 395 Argyle Street, Bell Street/Queens Walk (New Town), Lallaby Road (New Town Bay), Far South Wilderness Camp (Strathblane) and a property at Spring Beach near Orford.

The High School is on the Commercial Road campus which also houses the main Administration office for the whole School.

The High School caters for 560 students in Years 7 to 10 and occupies most of this site, although some Year 11 & 12 classes such as some Technology subjects, Art and Music are conducted here as well. The High School has four Co-Heads (Joe Cairns, Louise Giudici, Paul Goodluck and Kim Rowlands), who are also Heads of House (Mather, Ransome, Hodgkin, and Unwin respectively).

Friends Health & Fitness is located next to the High School. The Centre is open to the public and offers state of the art fitness facilities including a 25m pool, spa, steam room, group fitness and small group training, cardio equipment, pin-loaded and free weights, and two tennis courts.

The Argyle Street Campus is linked to the Commercial Road site by a short walk (five minutes) along Carr and Wilson Streets and across the overpass. Located on this campus is Friends' Early Years, Morris from Kindergarten to Year 6 and also Clemes for Years 11 and 12. These operate separately but share the canteen facility and have a common staffroom.

*Friends' Early Years*

Friends' Early Years, our early learning centre, is on the Argyle Street and operates from 7.30 a.m. to 6.00 p.m. on weekdays. Friends' Early Years provides long day care for children aged 0-4, the Early Years program for pre-kinder aged children, before and after school care and vacation programs.

Under its licence conditions, Friends' Early Years can accommodate up to 80 children in long day care and 55 in the outside school hours program, with carefully designed outdoor and indoor-outdoor spaces adding to the quality of the experience for children. Mark Seager is the Director of Friends' Early Years.

*Morris - Friends' Primary Years*

Morris - Friends' Primary Years comprises 'Wells' for Prep to Year 2 students and 'Walpole' for Year 3 to Year 6 students. Kindergarten classes are located in separate classrooms on the same campus.

Mark Febey is the Head of Morris and Wendy Crow is Deputy Head. Debbie Taylor is the K-6 Co-ordinator.

Morris has approximately 420 students enrolled; two classes per year group from Kindergarten to Year 4 and three at Years 5 and 6.

*Clemes (Years 11 & 12)*

Years 11 and 12 occupy the Clemes, Meredith and Palfreyman buildings. There are approximately 300 students enrolled in Clemes. Adam Chambers is the Head of Clemes, Lyn Tunbridge is Deputy and Anne Lynch is Dean of Students. Adam Chambers has been appointed as Head of Clemes from January 2019.

On the Argyle Street site you will also find the Hobart Meeting House of the Religious Society of Friends (Quakers) and an 800 seat assembly hall, The Farrall Centre.

*Walker House*

Residential accommodation is provided for up to 46 international and local students at Walker House, situated in Lewis Street, North Hobart adjoining the Argyle Street campus. Mathew Dixon is Director of Residence.

*Sports Facilities*

Extensive sports grounds for the whole School are situated about two kilometres north of the School between Bell Street and Queens Walk, New Town.

The Friends' School Boat Shed is situated in Lallaby Road on New Town Bay.

*Far South Wilderness Camp*

The Friends' School owns and operates Far South Wilderness Camp at Strathblane near Dover, which is used for school camps and also remains available for other schools and organisations on a commercial basis.

The School also owns approximately 19 hectares of bushland at Orford.

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SCHOOL ORGANISATION

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The School is sub-divided into Morris - Friends' Primary Years (K-6), High School (7-10) and Clemes (11-12). These three sections of the School are served by administration and maintenance staff under the general supervision of the Director of Business Affairs.

The main School office is open between 8.30 a.m. and 4.30 p.m. throughout the year except during the Christmas/New Year period and public holidays.

***Principal's Office***

The Principal is assisted by Louise Bridge as full-time Personal Assistant.

***Deputy Principal***

Shaun O'Rourke is Deputy Principal and assists the Principal with staff matters and day-to-day administration of the School. He is Acting Principal when the Principal is absent.

***Director of Business Affairs***

Shaun Sargent is the Director of Business Affairs. He oversees the financial, facilities and administrative aspects of the School. This includes taking responsibility for the School's various commercial operations. He also oversees the risk, compliance and governance functions of the School and acts as Secretary to the Board of Governors.

***Director of Teaching & Learning***

The Director of Teaching & Learning, Steve Barratt, along with the Senior Curriculum Group, is responsible for the delivery and planning of curriculum and timetabling throughout the entire School.

***Director of Community Engagement***

The Director of Community Engagement, Bill Avery, is responsible for leading and managing the School's communication, brand management and community engagement practices and activities.

***Enrolments Office***

Jennifer Scharkie is the Enrolments Manager and manages all matters to do with enrolments including waiting lists, fees assistance, scholarship and bursary administration and overseas/exchange students.

***Libraries***

There are three libraries in the School, one in Morris, one in the High School and one in Clemes. A teacher-librarian supervises each library and Stacey Pryer is the Head of Libraries.

The School also has an archival and historical collection housed in Hobartville. The Archivist, Melinda Clarke, is in charge of the collection and is always willing to assist with providing materials for historical projects or teaching about Friends'.

***Faculties Years 7-12***

All High School and Clemes teaching staff are members of one of eight Faculties – The Arts, English, Health and Physical Education, Humanities, Languages, Mathematics, Science and Technology. The Heads of Faculty are responsible for the development and delivery of the program in their learning area.

The *Heads of Faculty* are:

The Arts	Tammy Giblin
English	John Hoggart
Health	Trish Menadue
Languages	Vacant (Lindy Gannon acting)
Mathematics	Kathy Bunton
Science	Kate Baldry
Humanities	Mark Allen (Hayley Pickett acting)
Technology	Jane Smith

*Year Group Coordinators*

Year 7	Nicola Collins
Year 8	Karina Churchill
Year 9	John & Esther Hoggart
Year 10	Casey-Rae McCrickard
Years 11/12	Amy Harris

*Specific Programs*

Director of ICT	Duncan Gillespie
Director of Learning Support	Beverley Carr
Head of Music	Paul Radford
Head of Drama	Tammy Giblin

*Our web site [www.friends.tas.edu.au](http://www.friends.tas.edu.au) has more information about The Friends' School that you may wish to refer to.*

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SCHOOL CURRICULUM

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MORRIS - FRIENDS' PRIMARY YEARS  
(KINDERGARTEN TO YEAR 6)

At Morris our aim is for the students to learn within the context of the School's Purpose and Concerns, where the intrinsic worth of the individual, peace, justice and community are sought and where we all strive to be life-long learners embodying responsibility and integrity.

The International Baccalaureate Primary Years Program (IBPYP) is the curriculum framework implemented for all children from Kindergarten to Year 6. This educational framework aims to develop children's intercultural understanding and promote global citizenship through an inquiry pedagogy. The IBPYP is carefully structured to develop the academic, physical, cultural, spiritual, social and emotional needs of children at each year level. Classroom programs are developed to allow for the individual growth of every child. Learning outcomes and General Capabilities of the Australian Curriculum are encompassed within the program.

Constructive play and exploration in Kindergarten provide a solid foundation for children moving through the Primary School. English, Mathematics and the development of independent learning skills are a key focus within a concept-driven Program of Inquiry. As students progress through Morris, they are exposed to aspects of the broader program including co-curricular and enrichment programs. Each child's development is documented and tracked in consultation with parents.

Morris offers a rich and varied co-curricular program in support of the School's Purpose and Concerns and formal curriculum. It allows for the development of new skills and provides opportunities for the development of individual interests to enhance PYP attitudes and to enable action to be taken by the children. It provides for the development of a balanced child and supports the wellbeing of all community members. Opportunities are also provided for involvement in sporting, music, service, enrichment and extension activities.

## HIGH SCHOOL (YEARS 7 TO 10)

Subjects in the curriculum have been organised into the eight learning areas of the Australian Curriculum. English, Health and Physical Education, Humanities, Mathematics and Science are core areas. In addition, there are some 20 subjects students may take at some stage in Years 7-10. These include:

<i>Arts:</i>	Art, Ceramics, Music, Drama, Dance
<i>Health:</i>	Sport Science
<i>Languages:</i>	Chinese, French, German, Japanese
<i>Humanities:</i>	Economics, Business and Law, Geography, History, Philosophy, Religious Studies, Social Psychology.
<i>Technology:</i>	Computer Graphics and Design, Design and Technology, Food & Textiles, Information Communication Technology, Programming & Control Technology, Multimedia, Automotive Studies

*Year 7 Program*

Year 7 is seen as a transition stage from primary to secondary education. The Year 7 program is structured so that it provides a firm foundation for the courses in the rest of the High School. Students follow a common course including subjects from all eight faculties, in such a way as to enable them to make informed choices when they come to determine their program for Year 8 and then for Years 9 and 10. The Year 7 Connections Program is a highlight of the curriculum.

*Year 8*

Year 8 completes the foundation begun in Year 7. In addition to English, Health and Physical Education, Humanities, Mathematics and Science, all students take a course in a language other than English as well as units in the Arts and Technology areas.

*Year 9 and 10*

At this stage, apart from the compulsory subjects, students may take any subject. Courses are structured to be taken through Years 9 and Year 10, so that they can be studied in depth to prepare students for the demands of the TCE or IB in Years 11 and 12.

## C L E M E S ( Y E A R S 1 1 A N D 1 2 )

The TCE (Tasmanian Certificate of Education) comprises subjects of either 50 hours or 150 hours. Students preparing for tertiary entrance need as a minimum requirement four pre-tertiary courses, three of which must be completed successfully in Year 12. For university selection purposes, a student's score comprises their best five 150 hour subjects, at least three of which must be completed at pre-tertiary level in Year 12. To complete the TCE Certificate, students must have studied the equivalent of eight 150 hour courses over two years of study.

The IB Diploma Programme (DP) is a rigorous, academically challenging and balanced programme of education designed to prepare students for success at university and in life. The DP aims to encourage students to be knowledgeable, inquiring, caring and compassionate, and to develop intercultural understanding, open-mindedness and the attitudes necessary to respect and evaluate a range of viewpoints.

The aim of the DP, like all IB programmes, is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The DP provides the opportunity to develop both disciplinary and interdisciplinary knowledge that meets the rigorous standards set by institutions of higher learning around the world.

To ensure both the breadth and depth of knowledge and understanding, students must choose at least one subject from five groups: 1) their best language, 2) additional language(s), 3) humanities and social sciences, 4) experimental sciences, and 5) mathematics, and either an arts subject, or a second subject from the groups 1 to 5. Of these six subjects, three are taken at the higher level (HL) and three are taken at the standard level (SL). In addition, three core elements—the extended essay, theory of knowledge and creativity, action, service—are compulsory and central to the philosophy of the programme.



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SENIOR STAFF, THE FRIENDS' SCHOOL

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PRINCIPAL

*Nelson File*  
BA (Johns Hopkins), MAT (Brown)

DEPUTY PRINCIPAL

*Shaun O'Rourke*  
BSc(Hons), MEdPsych, DipEd, DipHR, EdD

DIRECTOR OF BUSINESS AFFAIRS

*Shaun Sargent*  
JP BCom GCertEBL FCA FAICD FIML FTI  
GIA(Affiliated)

DIRECTOR OF COMMUNITY ENGAGEMENT

*Bill Avery*  
GradCertBus, MBus

DIRECTOR OF TEACHING AND LEARNING

*Stephen Barratt*  
BBus, DipEd, MEdLeadership

HEAD OF CLEMES

*Adam Chambers*  
BA(Hons), BEd

HEADS OF HIGH SCHOOL

*Joe Cairns*  
BA, DipEd

*Paul Goodluck*  
BEd

*Louise Giudici*  
BA(Hons), DipEd, GradCertCouns

*Kim Rowlands*  
BA, DipEd

HEAD OF MORRIS

*Mark Febey*  
BEd, BA(Hons)

*The School has developed a Privacy Policy in accordance with the National Privacy Principles, to explain how we manage personal information. You can access the policy on our website ([www.friends.tas.edu.au](http://www.friends.tas.edu.au)) or by contacting the School's Privacy Officer on (03) 6210 2200.*