



The United Vietnamese Buddhist Congregation of South-Eastern Melbourne

Hoa Nghiem Vietnamese Language School

Current position: VCE Vietnamese Teacher – Vietnamese as a Second Language

Tenure: one year – re-appointed as necessary

The United Vietnamese Buddhist Congregation of South-Eastern Melbourne, known as Hoa Nghiem Vietnamese Language School, commenced our first class in 2005 with more than 10 students from year 1 to 4. Since then, the school has grown to 215 students in 2018. The organisation was incorporated in 1987.

The primary aim of Hoa Nghiem Vietnamese Language School is to provide the best possible education for its students at learning Vietnamese so that they can become more culturally. The school strives to provide a positive and safe environment in which students find security and creativity in practicing the language.

General duties:

- To be responsible for the education and welfare of children in accordance with the requirements of the condition of employment of school teachers, having due regard to the requirements of the school's aims, procedures and school policies.
- To promote a safeguarding attitude to working with children. Taking all reasonable measures to ensure that the risks of harm to children's welfare are minimised and understand the safeguarding policy, child protection policy and procedures and undertake training when required.
- Plan and teach well-structured lessons
- To contribute to the overall running of the school in terms of organisation and planning.
- To ensure that a high standard of education is maintained at all times for all children and that the appropriate teaching schemes are followed in their year group or subject.
- To provide advice and support to parents about their child's progress and development and attend such meetings as deemed necessary by the school principal and Vice Principal
- To ensure the good conduct and behaviour of children and assist in promoting good order at the school.
- To share responsibility for supervision of all pupils during non-class hours within the school day.
- To undertake break duties.
- To take on administrative tasks when inspired or required.
- To provide reports for parents and information for colleagues as required.

- To help ensure high standards of professional relationships are maintained in the working team situation.
- To take part in planning and policy development of the school and relevant departments and attend regular teachers' meetings.
- To maintain a good educational ethos including the control of storage, display and use of teaching material/resources.
- To provide leadership, expertise, advice and guidance to Teaching Assistants.

Additional responsibilities

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning throughout the School and the pastoral care of the pupils.

Elements of this job description and changes to it may be negotiated at the request of either the Vice Principal or the incumbent of the post.

SignedTeacher

Signed Vice Principal

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