

## POSITION DESCRIPTION

Position title	
Mandarin Tutor (Co-Curricular)	
Position details	
Department / Functional Area	Co-Curricular
Supervisor position reports to	Director of Experiential Pedagogy
Location	Whole School
Enterprise Agreement / Award	Educational Services (Schools) General Staff Award 2010
Classification	Instructional Service
Classification Level	Grade 2, Level 3.1
MLC School Mission	
MLC School's mission is to <b>educate and inspire</b> young women to be <b>fearless thinkers</b> with <b>moral courage</b> and <b>compassion</b> to be <b>agents of change</b> in their <b>own</b> lives and in the lives of <b>others</b> .	
Primary purpose of the position	
The position is responsible for delivering an enriching and innovative co-curricular Mandarin program aligned to the philosophies, policies and practices of the School.	
Key accountabilities	
<ul style="list-style-type: none"> <li>Plan, implement and evaluate Mandarin programs that foster the social, emotional, cognitive and physical growth of students, confirming that the programs cater for individual needs and wellbeing of all students. The delivery of Mandarin programs must comply with the school's philosophies and underpin the curriculum language programs.</li> <li>Maintain ongoing administrative tasks including maintaining rolls, distribution of communication to parents/caregivers and report enrolment anomalies to the Head of Experiential Pedagogy.</li> <li>Awareness of duty of care responsibilities appropriate the after-hours nature of the program, keep abreast of all policies and risk assessment documents.</li> <li>Model behaviours that inspire staff and adhere to the Code of Conduct and all policies and procedures of the School, including completion of compliance training requirements delivered on an annual basis.</li> <li>Perform the role and its responsibilities in accordance with statutory obligations, organisation values and policies to support the achievement of MLC School's mission.</li> <li>Undertake all other reasonable duties within your skills, qualifications and experience and comply with reasonable instructions as directed.</li> </ul>	
Key challenges and influences of the role	
<ul style="list-style-type: none"> <li>Promoting a culture that supports continuous improvement and responds positively to organisational change aligned to the School's strategic direction.</li> </ul>	

<ul style="list-style-type: none"> <li>• A number of events and activities requiring support occur outside regular school hours and on weekends.</li> </ul>
<b>Key working relationships</b>
Line Supervisor: Director of Experiential Pedagogy
Direct Reports: N/A
Key contacts:
External: Parents and Guardians
<b>Capabilities</b>
<p>Capabilities represent the underlying knowledge, skills and attributes that underpin effective performance in the position.</p> <p>In performing this role, position holders are expected to actively support the School's mission, vision and values and demonstrate capability in the following areas:</p> <p><b>Collaboration and teamwork</b> – Works cooperatively and builds productive working relationships with all staff to support the achievement of the School's strategic objectives.</p> <p><b>Quality customer service</b> – Demonstrates the School's customer service ethos to ensure the delivery of quality and timely service to all customers, both internal and external.</p> <p><b>Continuous improvement</b> – Is proactive in the implementation of the School's continuous improvement processes and change initiatives to deliver work in a highly efficient and effective manner.</p> <p><b>Communication</b> – Listens, interprets and conveys information in a clear and accurate manner and selects a communication medium appropriate to the target audience.</p> <p><b>Time management</b> – Manages own time effectively and provides prompt responses to requests for information.</p> <p><b>Integrity</b> – Adopts a principled approach to the workplace, adhering to the School's Code of Conduct and demonstrating respect for colleagues irrespective of role function or diversity of skills, experience or background.</p>
<b>Technical capabilities required for the position</b>
<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Personal attributes</b>
<ul style="list-style-type: none"> <li>• Willingness to support the ethos and values of MLC School and the Uniting Church</li> <li>• Demonstrated understanding of and commitment to girls' education</li> <li>• Highly organised with the ability to manage multiple tasks - dynamic, and action-orientated, who meets deadlines and makes it happen.</li> <li>• Demonstrated ability to build and maintain relationships and work confidently with people at all levels.</li> <li>• Excellent communication skills (written and verbal) with the ability to earn trust and credibility.</li> <li>• The ability to influence, network, negotiate, counsel and mediate.</li> <li>• Demonstrated ability to exercise a high degree of confidentiality.</li> <li>• The ability to work independently while also consulting as necessary and contributing positively to the team.</li> </ul>

## Qualifications and Experience

### Mandatory

- Experience in teaching Mandarin to children from Pre-K to Year 6.

### Desirable

- Current First Aid Qualifications

## Child Protection Policy

All employees at MLC School must undertake a *Working with Children Check* prior to appointment.

All MLC School employees must understand and observe the School's Child Protection Policy and all associated statements relating to student welfare and wellbeing. You are expected to always conduct yourself in ways that promote the safety, welfare and wellbeing of students, children and young people. You must actively seek to prevent harm to students, children and young people, and to support those who have been harmed.