

POSITION DESCRIPTION

POSITION: Head of Languages
Reports to: Deputy Principal - Teaching & Learning

Overview

Since 1899, Mentone Girls' Grammar has been dedicated to nurturing the minds and hearts of young women with unwavering purpose. Our motto, "*Vero Nihil Verius - Nothing Truer Than Truth*" - remains the guiding value our students carry into the world as women of integrity and influence.

At Mentone Girls' Grammar, we believe in the potential of every student and their ability to thrive when they are truly known, seen, and heard. Our holistic approach to education empowers students to become confident, compassionate, and capable young women who boldly shape their own futures.

The Head of Languages is a key leadership role responsible for the vision, direction, and delivery of the Languages curriculum. The role involves leading a team of teachers to design and implement an innovative and engaging curriculum that prepares students with essential skills for a rapidly changing world.

The Head of Languages ensures that every student is known, seen, and heard. Students are recognised as an individual, supported in their learning journey, and encouraged to achieve personal excellence. This role champions teaching approaches that foster curiosity, confidence, and critical thinking, while building a learning environment where students feel valued, connected, and empowered to succeed.

Responsibilities and Duties

The responsibilities of the Head of Languages include, but are not limited to:

- Contributing to strategic discussions around the School's teaching and learning priorities as a member of the Teaching and Learning Team
- Developing the scope and sequence and course documentation in the Department
- Managing assessment and reporting procedures in the Department
- Ensuring correct procedures are followed with respect to the Victorian Curriculum and Assessment Authority (VCAA) in consultation with the Head of VCE
- Overseeing the department's LMS courses to ensure they improve student learning
- Conducting classroom observations and mentoring staff to improve instruction.
- Promoting and leading professional learning to build teacher capacity in high impact teaching strategies.
- Assisting with the recruitment, selection and induction of new staff
- Liaising with Learning Support to ensure students with additional learning needs are appropriately supported.
- Using student performance data (VCE, NAPLAN, and internal assessments) to monitor outcomes and inform teaching practice
- Assisting with curriculum information evenings and communicating with parents and students concerning student subject choices

- Promoting Languages across the School community
- Preparing and administering the department budget to ensure resources for student learning are appropriate and relevant.

Essential Criteria

- Excellent interpersonal and communication skills
- Demonstrated commitment to student learning and wellbeing
- Effective planning and organisational skills
- Proven competence with use of technology in a learning environment
- Acts professionally and maintains appropriate confidentiality
- Appropriate qualification and demonstrated expertise in relevant subject areas
- Current Victorian Institute of Teaching registration
- Right to work in Australia.

Child Safe

Mentone Girls' Grammar School is committed to and promotes the safety, wellbeing, inclusion and participation of all children, including Aboriginal children, children with a disability and children from culturally and/or linguistically diverse backgrounds. This pledge is embedded in our policies and procedures which ensure a commitment to zero tolerance of child abuse.

To create and maintain a Child Safe school, Mentone Girls' Grammar applies Child Safe Standards which include but are not limited to:

- Strategies that embed a School culture of child safety, including through effective leadership arrangements.
- A child safe policy which states a commitment to child safety.
- A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Processes for responding to and reporting suspected child abuse.
- Strategies to identify and reduce or remove risks of child abuse.
- Strategies to promote the participation and empowerment of children.

You will be required to adhere to all school policies and procedures which outlines our commitment to providing a Child Safe environment. This includes a rigorous background check to verify your identity, suitability and qualifications related to your role at the School.

Risk Management and Work, Health and Safety

All staff are expected to take responsibility for maintaining a safe working environment and adhering to relevant safety protocols. This includes:

- Proactively identifying, reporting, and managing risks
- Complying with all relevant legislation, regulations, and codes of practice
- Performing duties in a manner that safeguards the health and safety of self and others
- Supporting and cooperating with workplace health and safety initiatives
- Following all School policies and procedures related to health, safety and risk management
- Participating in WHS training and activities as required
- Using personal protective equipment, safety devices, and training resources appropriately
- Maintaining positive and respectful working relationships with colleagues, in line with the School's expectations
- Immediately reporting any health and safety concerns or incidents to the relevant manager

Employment Conditions

Position of Responsibility	3 years
Other Conditions	FTE 1.00 (<i>full time</i>)
Allowances	Applicable time and monetary as per School policy
Physical Capabilities	Able to work for extended periods in a seated position, view a computer screen for extend periods without visual distress, standing, walking, talking, listening, steps/stairs, carrying.

Other Conditions

- Each term, student-free days (when student instruction does not occur) are allocated by the School for planning and administration, curriculum development, and student assessment and reporting. It is the expectation that this position attends these days to prepare for the term.
- There will be the requirement to attend for work for at least three weekdays known as Staff Days prior to the return of students at the commencement of the school year, except for Australia Day (or a day declared to be a holiday in lieu of Australia Day). These Staff Days are used for induction training, professional development training or in-service training.
- Actively participate in and contribute to camps, excursions, inter-House and inter-school sport, and any other extra and co-curricular activity which forms a part of the School's program as a provider of education.

Date Prepared: October 2025