Leader of Languages
Years 7 - 12

LORETO
COLLEGE

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Leader of Languages Years 7 – 12
Position:	Teacher Years 7-12
Tenure	2-year tenure for Leader of Languages – 2027 – 2028
Commencement Date:	19 January 2027
Position of Responsibility:	POR 2
Time Allocation:	8 lessons per fortnight
Responsible to:	Assistant Principal: Pedagogy and Academic Leadership

About Loreto

The Mission Statement for Loreto Schools of Australia states:

> *A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*
>
> *It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*
>
> *This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Leader of Languages is a key position in the academic program of Loreto College. The Leader of Languages will lead the Languages faculty in teaching excellence through the provision of effective pedagogical instruction in order to maximise student engagement and learning outcomes. The Leader of Languages will provide specific leadership for the faculty in the areas of curriculum planning and programming, pedagogy, assessment and administration. The Leader of Languages will act as a mentor to members of the faculty and perform line management responsibilities.

The Leader of Languages reports directly to the Assistant Principal: Pedagogy and Academic Leadership and is responsible for all aspects of teaching and learning, assessment, monitoring and curriculum in Languages, including the continuous review of curriculum and assessment to ensure it meets the changing needs of students.

The Leader of Languages is responsible for ensuring a consistent approach to teaching and learning is applied across subjects within year levels and will coach others within the team in order to ensure authentic collaboration is demonstrated in the team.

The Leader of Languages is a member of the Learning Leaders Team and works collaboratively within the team, and on behalf of the team, to support the implementation of school-wide teaching and learning initiatives.

Key Competencies

The Leader of Languages is required to demonstrate the following Key Competencies:

Leadership	A high capacity to lead self and others in the delivery of teaching and learning programs and initiatives
Communication	Excellent skills in communicating to staff, students and parents through the gathering and delivery of information
Developing Others	A high capacity in developing others in their professional growth and development
Planning and Organising	Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines and priorities to achieve objectives.
Problem Solving and Decision Making	Excellent skills in problem solving and decision making, including the ability to analyse a situation, identify alternative solutions and make appropriate decisions
Collaboration	A high capacity to lead and work with others in achieving common goals, objectives and outcomes
Continuous Learning	An ongoing commitment to learning and self-development, particularly in relation to Languages as well as girls' education

Responsibilities and Expectations

Leadership of Teaching and Learning

- Work collaboratively with the Learning Leaders team to lead, develop and coordinate the teaching and learning improvement process – Curriculum, Pedagogy and Assessment.
- Work collaboratively with the Learning Leaders team to implement new and innovative learning initiatives across the College.
- Create a work environment for faculty staff that facilitates high levels of engagement, teamwork and development.
- Coordinate and support teacher planning using the Australian Curriculum or SACE and relevant curriculum frameworks.
- Select, in consultation with the faculty staff, student texts and resources.
- Lead the quality development of teaching and learning programs within the learning area and ensure common content is aligned across the year level in all subjects and all classes.
- Lead the development of assessment practices that focus on student growth and provide effective and continuous feedback for students.
- Work collaboratively with the faculty to establish key assessment tasks in each year level within each subject in the Learning Area.
- Lead and coordinate a review of curriculum documentation to ensure the authentic incorporation of opportunities to demonstrate understanding of the Cross-Curriculum Priorities as well as building competency against each of the General Capabilities.
- Model effective differentiation of teaching and learning and support teachers within the learning area to differentiate practice and assessment to meet the differing needs of all learners.
- Conduct regular audits of units to ensure the units meet the requirements of the Australian Curriculum and SACE and determine the currency of the unit (i.e. when it was developed and last reviewed).
- Model and support teachers to effectively use Loreto Connect for documenting planning, assessment and recording student achievement in Marks Books. Monitor this for the learning area and provide support to staff within the learning area as required.
- Analyse student data and identify trends for improvement – this includes analysis of NAPLAN data, SACE data, and other data sets in Loreto Analytics.
- Provide an annual report for the Principal with regards to SACE Results, including strategies and goals for improvement.
- Set goals, strategies and improvement targets in relation to NAPLAN results.
- Set agendas and facilitate faculty meetings to undertake the following:
    - Use a data driven approach to improve student learning outcomes
    - Implement improvement goals for student learning
    - Collaboratively plan, program, assess and moderate student learning using the Australian Curriculum or SACE.
- Provide timely and effective communication to members of the learning area and maintain appropriate records of meetings.
- Monitor results within the learning area to ensure coherence and consistency, ensuring that reporting to parents is comprehensive, accurate and consistent across classes.
- Lead and promote research based best practice in pedagogy for the learning area.
- Remain abreast of trends, initiatives and events relevant to the learning area leading teachers in considering the possibilities for the learning area.
- Lead the implementation of new initiatives within the learning area.
- Participate in subject selection processes and course conferencing for students.
- Identify and encourage enrichment opportunities (e.g. competitions, events and activities) relevant to the learning area and work to ensure co-curricular options are available to students and encourage student participation in subject competitions and other extension activities.

- Advocate for and promote the learning area within the community (via such means as Loreto Connect, newsletter, website).
- Develop and lead strategies which effectively utilise current and emerging technologies to enhance learning.
- Prepare and oversee the annual budget for the learning area in conjunction with the Assistant Principal: Pedagogy and Academic Leadership.
- Induct and mentor new teachers in the faculty.
- Lead staff within the faculty to evaluate the effectiveness of their teaching practice.
- Provide ongoing coaching, mentoring, support and feedback to teachers within the learning area.
- Encourage staff professional development and membership of professional associations.

Personal Leadership

- Know and implement the College Strategic Plan, school policies and other legislative requirements including those that ensure child safety.
- Promote and build a professional learning community culture within the team.
- Utilise the gifts and talents of individual teachers and providing encouraging and affirm opportunities to share practice within the team.
- Contribute ideas and experience to the development of the College's curriculum offerings through regular participation in Learning Leaders' meetings and other forums.
- Engage in professional learning and maintain active networks and associations related to Languages and girls' education.
- Participate in College and staff meetings, planning discussions, and professional development activities.
- Model reflective practice and engage in regular review with the Assistant Principal to ensure continuous improvement in the provision of Languages.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Job and Person Specification

Knowledge and Skills Required

- Demonstrated expertise in teaching Languages across Years 7 – 12
- Proven ability to deliver engaging, contemporary and differentiated language learning programs that promote student achievement and intercultural understanding.
- Exemplary teaching practice supported by highly effective classroom management and student engagement strategies.
- Comprehensive knowledge of current educational issues, Australian curriculum and relevant national standards
- Demonstrated capacity to analyse student learning data and use this information to inform teaching and improve learning outcomes
- Demonstrated ability to address students' varying intellectual, emotional and physical abilities in teaching practice and pedagogy
- Strong skills in planning, curriculum design, assessment and reporting

Personal Qualities

- Excellent communication skills, both written and verbal, with the ability to build positive relationships with students, parents, colleagues and the wider College community
- Excellent interpersonal skills underpinned by the Loreto values
- A commitment to professional growth and continuous improvement
- Willingness to contribute to the co-curricula program

Essential Qualifications

- Relevant tertiary qualifications and/or experience related to the teaching responsibility required by the position
- Be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board Certificate

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

APPROVAL

Job Description Approved

.....	.....	.....
Print Name	Signature Principal or Delegate	Date

.....	.....	.....
Print Name	Signature Staff Member	Date

November 2026

Applications

Applications for the tenured position of Leader of Languages Years 7-12 should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Relevant tertiary qualifications and/or experience related to the teaching responsibilities required by the position.
- All applicants must be registered to teach in South Australia and hold a current South Australian Teacher's Registration Board certificate.
- All applicants will be required to undergo a Working with Children check and complete the Responding to Risk of Harm, Abuse and Neglect- Education and Care training and First Aid training. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details, including email address, of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Wednesday, 25 November 2026