French Teacher Years 7 - 12

LORETO COLLEGE

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	French Teacher Years 7 - 12
Terms:	Permanent full-time
Commencement Date:	19 January 2027
Responsible to:	Leader of Languages

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

Key Responsibilities and Expectations

The teaching staff's primary responsibility is to utilise appropriate teaching and assessment strategies which provides a learning environment that enables each girl to achieve her potential. Loreto's educational philosophy is centred upon a commitment to the development of each individual student, so that she may be someone who realises her potential academically, socially, emotionally and spiritually.

The French Teacher works under the direct supervision of the relevant Learning Leader. The specific areas of responsibility are outlined under the responsibilities of the role.

Teaching Practice

- Prepare and deliver a comprehensive learning program.
- Plan and organise content into coherent, well sequenced teaching and learning programs in line with the Australian Curriculum and the French curriculum documentation.
- Plan differentiated teaching and learning activities to address students' varying learning needs across the full range of abilities.
- Know and implement the College Strategic Plan, school policies and other legislative requirements including those that ensure child safety.
- Actively incorporate ICT in teaching and learning.
- Actively utilise Loreto Connect and ensure class pages are up to date.
- Provide a stimulating and productive learning environment and utilising a range of effective teaching strategies and resources to engage all learners.
- Engage in professional learning opportunities or associations in French.
- Engage in reflective reviews with your Line Manager.
- Undertake reflective evaluation and goal setting to assist professional growth as a teacher.
- Demonstrate commitment to your own ongoing professional learning.

Administrative Responsibilities

- Maintain accurate and up to date records of student progress, performance and achievement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.
- Develop and use appropriate evaluation and assessment strategies and procedures.
- Ensure proposed semester assessment plans are provided at appropriate times to students in French.
- Use a variety of assessment and reporting methods to regularly monitor learning progress.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Prepare and write reports in line with the College's assessment guidelines.
- Be involved in relevant College activities at special events e.g. Mission Day, competitions, etc.
- Attend relevant meetings and functions.
- Contribute to collegial discussions and planning to improve the learning outcomes for students.
- Participate in excursions, competitions and other co-curricular activities.
- Manage resources effectively in accordance with the College's goals and strategic plans.
- Comply with all College policies and procedures, legislative, administrative and organisational requirements.
- Contribute, as appropriate, articles for Loreto Connect, newsletter and other publications.

Social, Emotional and Academic Development

- Provide a positive, caring and organised learning environment that fosters the development of resilience and independence of students.
- Assume responsibility and genuine interest for student welfare.
- Develop a safe and supportive classroom environment by reinforcing and following the College's Positive Behaviour and Personal Responsibility Policy.
- Develop positive and professional relationships with students, parents and colleagues.
- Communicate effectively with all members of the year level group about students' needs.
- Engage in appropriate communication with parents to assist them in supporting their daughter's development and well-being.
- Structure learning so as to best accommodate individual student learning needs and the diversity of student backgrounds.
- Lead initiatives and activities within the scope of the SEAD program relevant to the year level.

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.

Person Specification – Essential Criteria

Knowledge and Skills Required

- A demonstrated high level of competency in teaching French in Years 7 - 12
- Exemplary teaching practices, with proven classroom management practices
- Comprehensive knowledge of current educational issues, curriculum frameworks and national standards as they apply to primary and secondary schooling
- Demonstrated ability to address students' varying intellectual, emotional and physical abilities in teaching practice and pedagogy

Personal Qualities

- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated planning, organisation and time management skills
- Excellent interpersonal skills underpinned by the Loreto values
- 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

Annual Review

An Annual Review is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....	.....	.....
Print Name	**Signature Principal or Delegate**	**Date**
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Print Name	**Signature Staff Member**	**Date**

November 2026

Applications

Applications for the position of French Teacher 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 addresses, 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