



# EMANUEL SCHOOL

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## COORDINATOR OF FRENCH & EXTERNAL LANGUAGES ROLE DESCRIPTION

### **Role Purpose:**

We are seeking a passionate and experienced French teacher to lead our High School French and external languages programs. The successful applicant will be someone who will bring new and engaging methods of teaching French to students and instil in them a passion for the language and culture, and support the external delivery of languages to Emanuel students.

It is the role of the Coordinator of French & External Languages is to provide outstanding leadership of the School's French and external languages program, guiding reflective, future-oriented and evidence-informed best practice in the delivery of our classroom programs in the High School.

French is taught in Years 8 to 12 at Emanuel School. The Coordinator of French & External Languages has overall responsibility for the leadership of all aspects of the French program, and the administration of student participation in external languages through NSW School of Languages. They are responsible for building and maintaining strong involvement in the life of the School and the wider community and would be committed to supporting the ethos of the School.

This full time, permanent position is available from Term 2, 2026 and receives a Leadership Allowance Level 1.

### **Responsibilities & Reporting Lines**

Reporting to the Director of Studies (7-12), you will be responsible for the following:

#### **French Curriculum**

- Preparing, leading, and reviewing the Years 8-12 French teaching programs, assessment and reporting processes, including the development of differentiated teaching programs which provide for enrichment and support
- Regularly analysing data to inform processes for continuous improvement of student outcomes in French

- Leading the administration of processes to support students studying languages external to the School, including through NSW School of Languages and Outside Tutors
- Supporting the process of timetabling on an annual basis, and as required throughout the year
- Liaising with NESA in relation to all French and external languages curriculum matters
- Management of all French excursions and incursions

### **Financial and Resource Management**

- Leading the preparation, management and monitoring of the annual budget and budget reforecast for all aspects of the French and external languages programs

### **Additional Duties**

The Coordinator of French & External Languages will:

- Be a member of the High School Heads of Department Team and contribute positively to educational discussions
- Keep up-to-date with educational research and best practice, especially in relation to music education
- Other duties as required by the Principal

### **Skills & Qualifications Required**

The following qualifications and experience are essential for this role:

- Significant successful experience teaching French to Years 8-12 (Stage 6 experience is essential)
- Strong familiarity with NESA French syllabuses for Years 8-12
- Familiarity with NSW School of Languages processes
- Familiarity with NESA rules and expectations for Outside Tutor arrangements
- All applicants need to have a relevant degree and teaching qualifications, be accredited with NESA and hold a valid Working With Children Check (WWCC) in accordance with the Child Protection (Working with Children) Act 2012.

### **Emanuel Employee Qualities & Attributes**

Emanuel teachers are highly competent, passionate and engaging in their practice. They work hard to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher. It is expected that a successful applicant would have a similar approach to teaching.

As an Emanuel teacher, it is expected that you possess the following qualities and attributes

- Love of teaching and desire to inspire and engage students in learning

- A passion for continually improving their teaching practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to student wellbeing programs
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community
- Ability to promote and a determination to develop a culture of thinking for all students in the classroom
- Capacity to differentiate teaching programs and use a range of strategies to best meet the needs of individuals in the classroom
- Generosity in sharing teaching and ICT expertise with colleagues, and an openness to welcome other teachers into his/her classroom for observation and feedback
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School
- Be a team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

The successful applicant will be a member of the school's teaching community and as such, will participate in the regular life of the school. They will undertake other duties of a teacher such as those in relation to pastoral care, supervision of students, extra-curricular activities etc, as required by the Principal.

### **About Emanuel School**

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a strong commitment to community service.

We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto “Mind, Spirit, Being”.

## **Values & Jewish Life**

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and Global citizens. In particular we value:

- Excellence
- Respect
- Inclusion
- Community
- Kindness

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate’s religion.

## **Emanuel seeks to be a child safe school**

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School’s care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.