

POSITION DESCRIPTION

Position: Language Assistant - German

Key Relationships: This position reports to the Head of Languages.

Primary Role Purpose: To provide oral language support to individual and small groups of students in Years 10, 11 and 12. The position would suit a native speaker with a background in education (teaching qualification not essential).

Key Internal Relationships and Accountabilities

Reports to the Principal via the Head of Languages.

Associated Relationships:

- Students
- Languages staff
- Director of Teaching and Learning
- Assistant Director of Teaching and Learning

Key Duties and Responsibilities

All non-teaching members of staff are expected to fulfill their duties and responsibilities in ways that strengthens Lutheran identity, enhances excellence in teaching and learning, engages in continuous improvement and innovation, builds community and connection, and leads effective organisation and management.

The Language Assistant will primarily focus on the following duties and responsibilities:

- Provide oral and conversational support to small groups or one-on-one students
- Assist students throughout the class as directed by the Language teacher
- Provide administrative and classroom assistance for the Language teacher as required

Qualifications

- A successful employer Working with Children Check.

Personal Qualities

The Language Assistant will exhibit the following personal qualities:

- Strong interpersonal / personal skills including excellent communication skills.
- Excellent time management and organisational skills with the ability to multitask.
- Be a role model and positive member of the college community including being fully supportive of the college.
- Ability to be self-motivated, focused and to complete tasks on time.
- Demonstrated experienced working within a school environment would be advantageous.

Key Selection Criteria

- Demonstrated ability to support the Lutheran identity and Christian ethos of the college.
- Relevant experience and/or proven ability in to speak the necessary language fluently and provide language assistance in a teaching and learning context.
- Highly attuned, well developed and effective interpersonal and communication skills with demonstrated capacity in a customer facing environment.

Our Commitment to Child Safety

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

Professional Expectations

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

Core Leadership Behaviours

The Language Assistant is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self-Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.