



POSITION DESCRIPTION

LANGUAGE ASSISTANT

POSITION OBJECTIVES

To support LOTE teachers and students and to foster a love of the language. The Language Assistant will help students to improve their capacity in the oral and aural macro-skills, with some attention to reading and writing.

KEY RESPONSIBILITIES

Leadership and management	<ul style="list-style-type: none"> • Be responsible for the achievement of the College vision and goals through the development and delivery of high quality learning outcomes for all students • Embrace and enhance the position of the College as a leading provider of education • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Student support	<p>In consultation with the classroom teacher, the Language Assistant will:</p> <ul style="list-style-type: none"> • Support language students with an authentic language experience • Assist the teacher – to support students with reading and writing or speaking and listening • Assist in conversation and listening skills to achieve curriculum objectives • Assist the teacher with student questions • Use his/her own gathered resources, relevant to the course, from time to time to enhance learning in a small-group situation, especially in the areas of listening, speaking and reading • Speak regularly in the target language with the students so that they are constantly hearing and understanding the relevant LOTE • Reporting to teachers on students' progress • Assist in the development, preparation, collection of language classroom materials • Other duties are required by the Faculty Head of LOTE.
Relationship management	<ul style="list-style-type: none"> • Foster quality relationships with students and staff • Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives • Provide prompt, accurate and professional responses to students and staff
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work • Continue development of ICT skills as technologies evolve
General Duties	<ul style="list-style-type: none"> • Abide by the EREA Code of Conduct • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal • Other duties as directed by the Principal/ Deputy Principal

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KEY RESPONSIBILITIES

- The College reserves the right to alter this position description as required to reflect emerging priorities

SELECTION CRITERIA

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of the mission and vision of the College

Commitment to Child Safety

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work

Education and Experience

Essential:

- Demonstrated experience supporting student learning with languages
- A good understanding of the culture of the relevant LOTE.
- Working With Children Check (WWCC)
- National Police Check

Desirable other:

- Tertiary qualification

Skills and Attributes

- Ability to work autonomously and as part of a team with the ability to cultivate credibility, respect and honesty
- Presents a professional and positive demeanour and is a solution orientated person
- Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility
- Demonstrates a respect for and acceptance of difference in students, parents and staff
- Well-developed decision making skills
- Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities
- Ability and willingness to accept policy directives