

ROLE DESCRIPTION

Education Support Employee

MULTICULTURAL EDUCATION AIDE



The Multicultural Education Aide is responsible to the Principal through the Learning Leader: EAL and Deputy Principal.

Multicultural Education Aides provide invaluable support to our students, teachers, families and wider community. This is through the design and execution of learning programs that assist students in the acquisition of the English language.

The position requires a high level of competency in a wide range of areas and commitment to the values and ethos of Catholic education.

CHILD SAFETY

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. ([CECV Commitment Statement to Child Safety](#)). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

ROLE OF THE MULTICULTURAL EDUCATION AIDE

- Work with the students classified as new arrivals that require an English-speaking aide who will be able to transition them into the college environment and the Australian/Catholic school system.
- Ensure that the newly arrived students are able to comprehend the English language and attain proficiency more readily.
- Work with small groups to support curriculum based programs.
- Maintain knowledge on how the college system works and how the EAL program runs within the college.
- Creating and implementing a Term Roster, arranging the students according to ability levels and withdrawing the students to focus on the English Language needs that are most pertinent to their learning.
- Promote flexibility and willingness to liaise regularly with other MEA staff and the Learning Leader for EAL.
- Keep up to date with the English program and the EAL program to assist the EAL students to learn new concepts and ideas that will be new to a newly arrived student.
- Attend and participate in parent meetings, students' wellbeing sessions, as well as parent teacher information sessions.
- Attend and run sessions as required in the After School Homework Club.
- Contact parents/families as required by teachers, these calls are generally made between 3:15 - 4:20pm.

COMMUNITY INVOLVEMENT

- Assist in the set up and coordination of the Community Hub, including developing programs for parents, families and our wider community.

BOUNDARIES OF THE ROLE

- Preparing modified tests, special work, etc. is primarily the role of the teacher.
- The management of the class is the sole responsibility of the class teacher and for PC, the Learning Advisor.
- All actions in relation to management/discipline of students undertaken by a Multicultural Education Aide in the classroom must be under the direction of the class teacher.
- Teachers cannot leave their class in the care of the Multicultural Education Aide.

OTHER DUTIES

- Other duties as required by and negotiated with the Learning Leader: EAL and Deputy Principal.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and to address the needs of the developing College, to serve the needs of the growing student population and VCE science requirements.
- Attend non-teaching staff meetings and team meetings as required

POSITION CLASSIFICATION:

- Education Support Officer – Level 2 - Category B
- Fixed Term position
- Hours: 8.20am to 4:26pm
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY CRITERIA

Applicants to the position must be able to demonstrate:

- A relevant Education Support Qualification or similar.
- An understanding of the English Curriculum/VCE Knowledge
- Excellent computer skills and can quickly pick up new software programs.
- Sound Literacy and Numeracy skills.
- Responds to own training/development needs
- Strong interpersonal communication skills and pleasant personality;
- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- A high level of written and verbal communication skills.
- The ability to prioritise a range of tasks and manage time effectively.
- Presents appropriately, following dress code, as required.
- Keep privileged information, to which he/she is privy by virtue of the employment position, confidential and commitment to the values and ethos of Catholic education.
- Proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Proven capability in teamwork, mutual support, common goal development and achievement.
- Able to obtain a Police clearance and Working with Children Card. Employment will be conditional upon successful attainment of the WWC Card and a National Police Check.
- A certificate in interpretation and translation skills will be highly regarded.