POSITION DESCRIPTION

Title: Language Assistant (Chinese)

Reports to: Principal through the Curriculum Leader, Languages

Date: November 2024

At Genazzano FCJ College, we're on a mission… to fuse the wisdom gained from over 130 years of educating girls, with the best techniques and practices of contemporary learning. Together, it redefines individual academic success and creates a distinctive opportunity to equip girls for a future we cannot imagine – but are privileged to guide them to.

From the co-educational Early Learning Centre (3- and 4-year-olds) to the specialist girls' pathways from Preparatory to Year 12, Genazzano is on a relentless quest to unlock the potential of every student as they uncover their personal excellence and fuel their aspirations. To do this, our professional environment at Genazzano emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and parents.

Our Catholic faith and educational expertise energise us to prepare our students for a future where the keys to success will be very different to that of the past. For this reason, we unapologetically coach our students outside their comfort zone and challenge them to think critically about the world they'll inherit. This commitment extends beyond the classroom. We believe in nurturing not just their minds but also their hearts and spirits. Hope, courage, and a profound sense of community are the pillars upon which Genazzano FCJ stands.

As a future-oriented community, with a distinctive learning culture and a heart for humanity, we value reflection, excellence, wisdom, and service to empower our students and staff to transform the world around them.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Genazzano FCJ College is committed to creating and maintaining a child safe environment in which all students, including Aboriginal children and students with a disability, feel safe and are safe. Our College actively promotes the safety and wellbeing of all students and all staff members are committed to protecting students from abuse or harm in the College environment, in accordance with their legal obligations including child safe standards. A condition of employment is that staff are deemed to be persons suitable to work with children. Genazzano FCJ College has a Child Safe Policy and a Child Safety Code of Conduct. All staff members of the school are subject to and expected to comply with the Child Safe Policy and the Child Safety Code of Conduct.

POSITION PURPOSE

The Language Assistant assists the teachers of French/ Italian/ Chinese language, as a native or near-native speaker, is considered a resource person who will enrich students speaking skills and learning by adding a contemporary cultural dimension for both students and teachers.

POSITION OBJECTIVES

The Assistant:
- Is NOT responsible for the teaching strategies and program for language classes but is to act as an assistant in the teaching of Languages;
- Should be able to verify current language usage, providing a model for correct written expression, pronunciation, rhythm and intonation;
- Should participate in small group work with students withdrawn from classes at various levels to develop oral communication skills. A variety of methods to motivate and challenge students who learn in different ways should be employed;
- Assists with the September holiday workshops to help VCE students prepare for examinations in being available for individual students;
- Should also have the opportunity to participate in whole class activities but should not be asked to assume responsibility for the students unless under the supervision of a qualified teacher;
- Could be responsible for some assessment of students' oral recitations, role-plays and performances, working closely with the class teacher, for instance by cross marking speaking in Year 12;
- Should act as a resource person, providing teachers and students with the opportunity to converse with a native speaker as well as offer information about their society and culture;
- Could be asked to work with talented students to extend their skills or conversely with less able students to improve their knowledge and understanding in listening, speaking, reading and/or writing;
- Be given the opportunity to be involved in activities designed to promote Languages in the school/ region, including the support of the college's Language programs in France, Italy and China;
- Is a respected member of the Languages Faculty, welcome at faculty or specific single language meetings and may be offered opportunities for professional development seminars as relevant and appropriate;
- Is employed to assist the Language teacher in the preparation and presentation of the school's language program, with particular attention to the content/ support of the Year 12 Language program, developing authentic resource materials for the Year 12 topic for discussion (contributing up to 35 out of 50 marks of unit 4 and 50% of the external Oral Examination mark) and offering extra support prior to oral SACs and oral examinations, in lieu of regular classes or on student free days if appropriate.
- There are a number of events through the course of the year that Language assistants will be expected to attend. These include the College Open Day and the Annual Music Concert.
- Are to be given a designated space on GenConnect to post material for students at different year level.

KEY RESPONSIBILITY AREAS

The duties relative to this position include:
- Native or near native speaking skills.

- A tertiary qualification in the specific language.
- Some experience in engaging students in small group activities.
- Some knowledge of the language requirements of the VCAA.
- Knowledge of Microsoft Word for Windows and the internet as research and teaching tools.
- Some expertise in the use of other technological aids such as audio recorders, digital cameras and camcorders, interactive whiteboard would be preferable.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The Language Assistant is accountable to the Principal through the Curriculum Leader - Languages
- For implementation of Child Safe Standards, this position is accountable to the Deputy Principal – Child Safe Officer
- The position must ensure that it operates in accordance with the specific objectives, policies and strategies determined for the effective management of the College's resources and ensure decisions made by the position are subject to review by the Curriculum Leader, Languages

TIME ALLOCATION

The face-to-face allotment of the Language Assistant is determined each year by:

The number of students in the Language at Units 3 and 4 and their availability for tutorials to develop their ability to converse in a spontaneous fashion. (30 minutes per student per cycle)
The number of classes in the Language at years 9,10 11 and 12.

                      (Years 12 and 11 – two and a half lessons per cycle at each level
                        Year 10 – one and a half lessons / cycle
                        Year 9 – one lesson / cycle)

In addition:
- Oral correction time (including advice/feedback to Year 12 students and liaison with the class teacher for report back and discussion of student progress/needs etc) - allocation based on the number of students in the Language in Units 3 & 4 (half hour per week for every 5 students)

These allotments are subject to some variations, eg: during senior examination periods or at the end of the senior academic year, the assistant can be requested to work with students at year 7 or 8 in lieu of attendance to regular classes. During the Head start period the assistant will resume their duties for Years 10, 11 and 12.

During the staff days at the end of the year the Assistant is to assist Language teachers with the development and preparation of materials for lessons/ tutorials (questions, oral work, updating of conversation booklets, comprehension passages, internet research, recordings for students use)

CONDITIONS OF EMPLOYMENT

- Employed in accordance with terms and conditions of Victorian Catholic Multi-Enterprise Agreement 2022

- The incumbent will require a Working with Children Check and National Police check