



## EDUCATIONAL SUPPORT – LANGUAGE ASSISTANT POSITION DESCRIPTION

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centred community.

The Educational Support – Language support person role is accountable to the Principal via the Head of LOTE. She/he is considered a resource person who will provide expert advice and enrich students' learning by adding a contemporary linguistic and cultural dimension for both students and teachers.

### **Role Responsibilities:**

- Work with teachers in the development and preparation of lessons, work sheets and audio visual materials, which may require the expertise of a native speaker.
- Verify spoken and written language, provide information regarding new vocabulary and provide a model for correct pronunciation, accent and stress.
- Participate in group work with students to develop oral and conversational skills. The size of groups withdrawn should be limited and varied in composition to ensure all students have access to the Language Assistant expertise.
- Participate in whole class activities but should never assume sole responsibility for the students unless under the supervision of a qualified teacher.
- Provide not only opportunities for teachers and students to practise conversing with a native speaker, but also provide information about society and culture.
- Participate in activities to promote the language in the school and also at a regional level. The Language Assistant may also participate in professional development seminars for teachers.

### **Essential Competencies**

- Native-speaker proficiency in spoken and written aspects of the Language
- Proficiency in Microsoft Office software (Word, Publisher, Excel, PowerPoint, Outlook, Explorer)
- Effective interpersonal communication and team participation skills
- Ability to follow through on instructions, procedures and requests
- Ability to prioritise responsibilities, multi-task and work efficiently to meet deadlines
- Ability to work autonomously and use initiative appropriately
- High level of attention to detail and proofreading skills

## **Health & Safety**

*All staff are expected to:*

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

## **Other Specific Duties**

As required by the Principal and as outlined in the Certified Agreement VCEMEA 2013.

## **Conditions**

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2013*. The position would be recompensed according to the scale for a full time Educational Support Category B depending on experience and qualifications.
- The Educational Support - Language Assistant is entitled to all school holidays
- Hours of employment are: 8.00am to 4.06pm, Monday to Friday (30minute Lunch)

*Marymede Catholic College is an Equal Opportunity Employer*