



Melbourne Archdiocese  
Catholic Schools



MARYMEDE  
CATHOLIC COLLEGE  
*— In the way of Mary —*

## Position Description

# Language Assistant

<b>Purpose of position</b>	Provide individual student support within the Languages Domain
<b>Staff Team</b>	<ul style="list-style-type: none"> <li>• Internal liaisons – all staff.</li> <li>• External liaisons – parents/guardians of students, staff, students, contractors and suppliers.</li> </ul>
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>• Leader of Learning and Classroom Practice - Languages</li> </ul>
<b>Location</b>	<p>Marymede Catholic College:</p> <ul style="list-style-type: none"> <li>- 60 Williamsons Road, South Morang</li> <li>- 139 Eminence Blvd, Doreen</li> </ul>
<b>Classification</b>	Learning Support – Language
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>• Salary as per Catholic Education Multi Enterprise Agreement 2022</li> <li>• ESB level 2</li> </ul>
<b>Commencement date</b>	January 2025
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>• Fixed term part-time</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>• be subject to a satisfactory National Police Record Check and Employee Working with Children Check</li> </ul> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>

### Qualifications and experience

Relevant experience in

- Individual student support.
- Conversation practice with students.
- 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.
- Assisting classroom teacher in checking student's responses and answers.

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

### Key duties and responsibilities

- Individual student support.
- Conversation practice with students.
- 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.
- Assisting classroom teacher in checking student's responses and answers.
- Assisting in recording authentic voice recordings to enrich the school's audio-visual resources.
- Assisting teachers in creating authentic resources.
- Offer insights into their own culture and society.
- To assist the teacher in the running of language activities.
- 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 CEMEA 2022.

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to work as part of a team
- Ability to manage time and varied commitments
- Ability to develop and maintain strong working relationships with key stakeholders
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedure

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description  
updated:**

November2024