



## Loyola College

### Position Description French Language Assistant

This is a fulltime 12-month contract position across two Colleges, Loyola College, Watsonia and Penola Catholic College, Broadmeadows. The position is shared between the two Colleges and the days are negotiated between the two schools.

#### Role

The Language Assistant is considered a resource person who will enrich students' learning by adding a contemporary linguistic and cultural dimension for both students and teachers.

The Language Assistant will work with the language teachers in the preparation and presentation of the school's language program. The Language Assistant is not responsible for developing the language program or for the teaching strategy but is to act as a co-teacher in the delivery of lessons. The Language Assistant is responsible to the Head of Languages.

#### Typical Duties

- 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 The size of groups withdrawn should be limited and varied in composition to ensure all students have access to the Language Assistant's expertise.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.

#### General Conditions Relating to Employment

- The Language Assistant must have a recognised university degree to meet the Department of Education & Training's minimum requirements.
- The Language Assistant must complete a Working with Children Check.
- The Language Assistant is expected to be at the school for the full day (school hours to be advised by the school) except where there are part-time arrangements.
- The Language Assistant is responsible to the Principal through the Head of Languages.
- The Language Assistant is supported by language teachers and the Head of Languages.
- The Language Assistant is entitled to all public holidays and other school vacations to which teachers in schools are entitled.
- The Language Assistant's salary is paid by the two Colleges.
- This is not a sponsored position and applicants must have relevant approval to work in Australia.

**Hours of Duty:**

This is a full-time role consisting of 38 hours per week. Your hours of duty will be established at the beginning of the year in consultation with the Deputy Principal (Staff and Operations) and the Head of Languages. An unpaid lunch break of 45 minutes applies.

**Salary, conditions and benefits:**

- The position is an Education Support Level 2 (Category 'B')
- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2018 apply to this position
- Salary range is \$59,852 to \$64,941 per annum and will be assessed based on experience and qualifications.
- Superannuation and Leave Loading will be paid as per current Government legislation
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) are available as approved by the Principal

**Child Safety**

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.