**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Alice Springs Language Centre |
| **Job Title** | Arrernte Language Support Officer | | | **Designation** | Administrative Officer 3 96% |
| **Job Type** | Full Time | | | **Duration** | Fixed from 24/01/2020 to 28/12/2021 |
| **Salary** | $58,792 - $63,450 | | | **Location** | Alice Springs |
| **Position Number** | 24967 | **RTF** | 177375 | **Closing** | 18/11/2019 |
| **Contact** | Susan Moore on 08 8955 2361 or [susan.moore@nt.gov.au](mailto:susan.moore@nt.gov.au) | | | | |
| **Agency Information** | N/A | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached resume/cv** For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Information about Selected Applicant’s Merit** | If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Inclusion & Diversity** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. | | | | |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=177375> | | | | |

**Primary Objective:**

Prepare, implement and assess Arrernte Language instructional programs for primary and middle years students, and provide feedback to enable program evaluation and modification.

**Context Statement:**

Department of Education, Alice Springs Language Centre is responsible for the delivery of language programs in all government schools in Alice Springs. The languages delivered to primary, middle and senior schools are Arrernte, Chinese, Japanese and Spanish.

**Key Duties and Responsibilities:**

1. Travel to schools within the Alice Springs urban area to deliver language programs designed to achieve effective learning outcomes for all students.
2. Assist with the planning and preparation of activities for students including excursions and attend professional learning.
3. Assist Arrernte Teachers in the preparation and presentation of classroom activities and undertake instructional tasks as required.
4. Maintain records to monitor and evaluate the effectiveness of programs.
5. Administer first aid and attend to sick students as necessary.

**Selection Criteria:**

**Essential:**

1 Sound knowledge of the Arrernte language and its application in a learning environment.

1. Successful experience working with students to encourage student participation and learning.
2. The ability to work and positively communicate with others in a culturally diverse environment.
3. Demonstrated interpersonal skills to support team work and student group learning activities.
4. Current Working with Children Clearance Notice (Ochre Card) or ability to obtain.
5. Ability to gain a First Aid Certificate and a current NT Driver’s License.

**Desirable:**

1. The ability to gain knowledge of legislation and practices related to the education and development of students.
2. Certificate IV in Training and Assessment (Applied Languages)

**Approved: 31/10/2019 Trevor Read, Senior Director School Improvement and Leadership**