**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Darwin High School |
| **Job Title** | Home Language Officer | | | **Designation** | Administrative Officer 4 96% |
| **Job Type** | Full Time | | | **Duration** | Fixed from 02/09/2019 to 28/08/2021 |
| **Salary** | $64,958 - $74,571 | | | **Location** | Darwin |
| **Position Number** | 26209 | **RTF** | 170067 | **Closing** | 23/07/2019 |
| **Contact** | Morgana Weller, Business Manager on 08 8999 1222 or [morgana.weller@ntschools.net](mailto:morgana.weller@ntschools.net) | | | | |
| **Agency Information** | <https://education.nt.gov.au/> | | | | |
| **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 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/information-for-applicants) | | | | |
| **Special Measures** | The Northern Territory Public Sector values diversity and aims for a workforce which is representative of the community we serve. Therefore, under an approved **Special Measures** recruitment plan, ATSI 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. For further information on Special Measures, [click here](http://www.ocpe.nt.gov.au/working_in_the_ntps/filling_ntps_job_vacancies/special_measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=170067> | | | | |

**Primary Objective:** Home Language Officers support the Secondary Intensive English Unit at Darwin High School to undertake a range of duties to assist in the effective delivery of education outcomes for students from diverse cultural and linguistic backgrounds who have recently arrived in Australia.

**Context Statement:** Darwin High School is an Independent Public School, and is one of only two government schools in Darwin that cater purely for senior students (Years 10 to 12). The Secondary Intensive English Unit (SIEU) caters for students (15 – 18 years of age) who have recently arrived in Australia and require intensive English language instruction to prepare them for the demands of mainstream senior secondary education.

**Key Duties and Responsibilities:**

1. Assist teaching staff to liase with students, parents and guardians to ensure effective and supportive communication and understandings regarding the Darwin High School educational context.
2. Assist teaching staff and students within the SIEU, to support students’ successful engagement in learning and enhance their wellbeing.
3. Assist teaching staff with the delivery of Intensive English programs in the classroom and at the Homework Centre.

**Selection Criteria**

**Essential:**

1. High level of oral and written skills in English to be able to support students in their development and use of academic

English to learn and study at senior high school level.

1. High level of cross cultural understanding and communication skills to develop and maintain supportive relationships with students and their families from diverse cultural and linguistic backgrounds.
2. Oral and written skills in a language other than English, with the ability to interpret, translate and support students with classroom learning and wellbeing. Current focus language groups required for the SIEU are: Swahili, Arabic, Thai, Veitnamese, Chinese and Tagalog.
3. An understanding of the social and emotional impact of migration on young people and their families.
4. Demonstrated experience and skill in working with young people in an supportive educational context.

**Desirable:**

1. International English Language Testing System (IELTS) Level 6.
2. Completed or willing to complete a Certificate IV in Education Support.
3. Completed or willing to complete the Northern Territory Interpreter and Translating Service Fluency Assessment and/or National Accrediatation Authroity for Translators and Interpreters qualification.

**Approved: July 2019 Jill Hazeldine, Principal, Darwin High School**