



# Position Description

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<b>Position Title</b>	Language Assistant (Italian)
<b>Classification</b>	Education Support Category B Level 2 (works school terms only)
<b>Employment Status</b>	Fixed Term, Part Time, 0.4 FTE
<b>Reports to</b>	Principal, Head of Languages, Business Manager
<b>Updated</b>	May 2021

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## About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

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## Position Objective

The Language Assistant will be responsible for providing expert advice and 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 and College leaders in the preparation and presentation of the school's language programs. In particular, the focus will be upon producing resources to support the implementation of Italian CLIL (Content and Language Integrated Learning) at Year 8 level on our Glenroy campus.

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## Responsibilities and Accountabilities

- Provide support to the Language department as required in consultation with the HOL and teachers
- 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 The size of groups withdrawn should be limited and varied in composition to ensure all students have access to the Language Assistant's expertise.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.
  - To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
  - Provide language support to students within the classroom.
  - Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager)
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### ***Experience and Qualifications***

- Must be fluent in Italian, both orally and written. Being a native Italian speaker is highly desirable
  - Must have a good working knowledge of English.
  - Excellent communication skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
  - Undertakes finely detailed work in a precise and accurate manner
  - Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
  - Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
  - Proactive and self-starting, taking responsibility for own actions
  - Experience in Microsoft Office Suite is desirable.
  - Accepts new and different situations as a matter of course and effectively meets new challenges
  - Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
  - Be able to do repetitive and/or menial tasks when required.
  - Cooperate effectively within a team and work collaboratively to achieve work plan and goals
  - Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
  - Hold a current Working with Children Check and Police Record Check
  - A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.
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### ***Additional Information***

#### ***Annual Review Meetings***

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus

- Building trust
- Collaboration
- Communication
- Taking initiative

### Meetings

Attend staff meetings and other meetings as required.

### Professional Development

Relevant professional development can be accessed by the Language Assistant.

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## ***Employee Obligations***

### Policies

All staff are employed under and abide by the *Victorian Catholic Education Multi Enterprise Agreement 2018* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

### Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.