

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Darwin High School
Job Title	Home Language Officer	Designation	Administrative Officer 4 96%
Job Type	Full Time	Duration	Ongoing Commencing 02/09/2019
Salary	\$64,958 - \$74,571	Location	Darwin
Position Number	6406 RTF 170044	Closing	23/07/2019
Contact	Morgana Weller, Business Manager on 08 8999 1222 or morgana.weller@ntschoools.net		
Agency Information	https://education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
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		
Special Measures	The NTPS 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: click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=170044		

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 liaise 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.
2. 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.
3. 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, Vietnamese, Chinese and Tagalog.
4. An understanding of the social and emotional impact of migration on young people and their families.
5. 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 Accreditation Authority for Translators and Interpreters qualification.

Approved: July 2019

Jill Hazeldine, Principal, Darwin High School