| Agency | Department of Education | | | Work unit | Shepherdson College, Regional Services East Arnhem |
| --- | --- | --- | --- | --- | --- |
| Job title | Literacy Worker – Bilingual Education | | | Designation | Administrative Officer 3 96% |
| Job type | Full time | | | Duration | Ongoing |
| Salary | $60,262 - $65,036 | | | Location | Galiwinku/ Elcho Island |
| Position number | 7054 | RTF | 261366 | Closing | 26/02/2023 |
| Contact Officer | Joe Hewett, Principal Shepherdson College on 08 8987 9044 or [joe.hewett@education.nt.gov.au](mailto:joe.hewett@education.nt.gov.au) | | | | |
| About the agency | <http://www.education.nt.gov.au/> | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=261366> | | | | |
| Applications must be limited to a one-page summary sheet and detailed resume | | | | | |
| Information for applicants – inclusion and diversity and Special Measures recruitment plans The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  Under the agency’s Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary objective

The Literacy Worker, in collaboration with Teacher Linguist, develops teaching programs and bilingual/bicultural resources for Shepherdson College in accordance with NT Indigenous Languages and Cultures Curriculum, The Australian Curriculum, Departmental policies, school-based curriculum and school policy.

# Context statement

Shepherdson College is situated on Elcho Island in the remote community of Galiwin’ku in Arnhem Land, 550 km north east of Darwin and 150 km west of Nhulunbuy. The current population of Galiwin’ku is approximately 2500 with a total enrolment at Shepherdson College of 600 students from pre-school through to senior secondary. Shepherdson College also facilitates programs for students aged 0-3, through the Families as First Teachers (FaFT) Program and has actively engaged external agencies to provide vocational pathways for students. Shepherdson College has a bilingual program acknowledging the community’s first language and culture which supports the school’s priority of developing literacy.

# Key duties and responsibilities

1. Collaborate with the Teacher Linguist, teaching teams, community organisations and members to plan, deliver and assess teaching and learning programs at the school and regional level.
2. Collaborate with the Teacher Linguist, teaching teams, community organisations and members and the Regional Language Resource Officer with interpreting and translating tasks that support bilingual/bicultural resources at the school and regional level.
3. Assist the Teacher Linguist and teaching teams to assess children’s oracy and literacy in the vernacular language.
4. Assist with the daily operations of the school’s Literature Production Centre in the development of teaching and reference resources.
5. Work with Assistant Teachers to strengthen and consolidate classroom practice.

# Selection criteria

**Essential**

1. Literate in the vernacular language of the bilingual program.
2. Knowledge of the vernacular language, linguistics or equivalent.
3. Ability to work with students, staff and parents in a bilingual/bicultural context.
4. Proven ability in operating computer programs such as MSWord, email and internet programs.
5. Proven ability to organise and prioritise workloads and meet deadlines.

**Desirable**

1. Qualifications in Languages and Linguistics or equivalent.
2. Certificate 3 or 4 Indigenous Education or equivalent.
3. Experience in working as an Assistant Teacher or equivalent.

# Further information

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card and current First Aid Certificate.

**Approved:** February 2023 Joe Hewett, Principal Shepherdson College