

# LANGUAGE ASSISTANT (ITALIAN)

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Director of Teaching and Learning Subject Coordinator – LOTE (MR Secondary)</b>
<b>Status:</b>	<b>Fixed-term</b>
<b>Fraction:</b>	<b>2 Days a week, during term weeks only, Terms 3 and 4 2022</b>
<b>Hours:</b>	<b>15.2 hours per week; 8:00am-4:06pm</b>
<b>Salary:</b>	<b>General Staff Category 2</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>

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## Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan school offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares; this site will ultimately have some 1,400 students. In 2019, it opened a second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the School has 1,670 students (Mt Ridley 1,270 & Donnybrook 400) and employs 168 staff – 120 teaching and 48 non-teaching.

The School is on a growth trajectory and in 2022 will increase to 1,930 students (Mt Ridley 1,340, Donnybrook & Kalkallo 110). In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as a feeder to the Mt Ridley and Donnybrook secondary schools, it will follow a similar growth pattern to Donnybrook, with eventually some 600 students. In 2022, the first classes for the new campus will commence and be accommodated at the Donnybrook campus, to then move to the new site in 2023. Hume Anglican Grammar will ultimately have some 3,300 students with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The purpose of the Language Assistant is to support the Coordinator of Languages and teachers facilitating the Language curriculum.

The Language Assistant will work under the direction of the Director of Teaching and Learning and the Language Coordinator of the Secondary School. Time allocation for each activity will be timetabled accordingly.

The Language Assistant has an important part to play in supporting the delivery of the highest quality teaching and learning program at Hume Anglican Grammar.

The Language Assistant will need to be very organised and self-disciplined, have high standards and strive to improve their own practice in the school setting.

The Language Assistant operates in collaboration with their respective peer assistants – the Performing Arts Assistant, Visual Arts Assistant, School Technician, Teacher Assistants, School Assistants and Learning Assistants.

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## Nature of the Position

We are currently inviting applications for an Italian Language Assistant to work across the Secondary School (Years 7-12) at our Mt Ridley Campus, in a part-time capacity, 2 days a week during term weeks only, for the remainder of the 2022 school year. The successful candidate would ideally be able to commence on July 12, 2022, or a later alternative date to be agreed upon with the successful candidate.

The primary responsibility of the Italian Language Assistant is to provide authentic language and cultural experiences for students in preparation for VCE examinations and to support the maintenance and growth of proficiency for students learning Italian.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Language Assistant will provide assistance to the LOTE staff across the Secondary School.

Responsibilities include:

- Conducting conversation classes with VCE students
- Advising on contemporary Italian culture that can be incorporated into curriculum and classroom practice
- Describing own and fellow students' experiences when they did VCE Italian so current students can benefit (e.g, what they found difficult, how they overcame these difficulties)
- Looking over student work to identify mistakes and areas for improvement
- Creating practice questions, answers to exercises and other similar resources

General:

- Operating within the team in supporting its mission
  - Other duties as directed by the Principal
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## Qualifications, Skills and Experience

### Essential

- Advanced proficiency in Italian
- A sound understanding of Italian learning theory and practice
- Ability to form a rapport with staff and build collaborative working relationships
- Strong verbal, written and interpersonal communication skills
- Time-management skills
- A current Working With Children Check

### Desirable

- Experience working in a school setting
  - Knowledge and experience of the Italian VCAA Study Design
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## Personal Qualities

### Essential

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
- Outstanding organisational skills, planning, and ability to operate efficiently and effectively
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- The ability to build and maintain strong relationships with staff, students, parents and the community
- Outstanding attention to detail
- Personal sense of initiative, enthusiasm and high energy
- Commitment to customer service and continuous improvement
- A resourceful team member who is able to operate in a collaborative and inclusive manner

### Desirable

- Demonstrated interest in ongoing personal professional development
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## Key Selection Criteria

1. Experience working in a similar role
2. Outstanding organisational skills, planning, and ability to support Italian teaching and learning
3. The ability to build and maintain strong relationships with students and staff

**This Position Description may be altered from time to time to meet the operational needs of the School.**

Date: July 2022