

Position Description

Position Title	Italian Language Assistant
Employment Status	Fixed Term, Full time (35 hours/week), (Non Award) employment contract
Reports to	School: Head of Languages/Liaison teacher CO.AS.IT.: Manager
Date:	Applications must be submitted by 27 November 2020 at 5pm

Responsibilities and Accountabilities

In support of COASIT

- participate in initiatives or projects, organized by COASIT, that promote the language across a cluster, region or the State (e.g. language speaking contest, student immersion camp, student forum);
- assist with the delivery of language and cultural activities either face-to-face or online;
- assist with the development of resources to support the teaching of the language (e.g. recording audio content, developing digital content);
- help to facilitate language or cultural professional learning workshops for teachers;
- present at regional or professional teacher association language conferences; and
- participate in activities that promote language learning and intercultural understanding in the broader community (e.g. regional showcase events, forums).

Student and teacher support

- provide support to the Italian Language department as required in consultation with the Head of the Department 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.
 - work with individual or small groups of students undertaking language learning activities;
 - provide feedback to students on correct language usage;
 - model correct language usage (e.g. pronunciation and idiom);
 - team-teach or provide targeted support to small groups or individuals;
 - assist the delivery of face-to-face or online cultural activities;
 - contribute to professional development sessions for language teachers;
 - provide native-speaker expertise to teachers on use of the language; and
 - provide advice to teachers on current cultural conventions.
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Experience and Qualifications

All applicants must:

- (for Italian graduates) have a degree; (for Australian graduates) have a degree with a major in Italian;
- be mother tongue Italian OR have an Italian Language Proficiency of at least C1 level;
- have English proficiency with an IELTS score of no less than 6 (Italian graduates);
- **be currently in Australia and if not a permanent resident have an appropriate visa allowing for full time working privileges;**

Successful applicants will need to have or be able to obtain a current Working With Children (WWC) check; and a National Police Check

Aptitude and experience

Preference will be given to candidates who:

- have experience working with school-age students;
 - be able to show a demonstrated interest in the teaching of languages in schools;
 - be proactive and flexible in response to teaching requirements
 - have a demonstrated ability to work as part of a team.
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Additional Information

Meetings

Attend staff and other meetings as required.

Professional Development

Relevant professional development can be accessed by the Language Assistant.

Salary

\$824.00/week (gross plus 9.5% superannuation)

Employee Obligations

Policies

All staff are employed under a Fixed Term, Full time, (Non Award) employment contract and must adhere to CO.AS.IT. policies and procedures.

Whilst in schools, the assistant is responsible to the school Principal and must adhere to school policies and procedures including the school's OHS guidelines.

Reporting

The assistant is required to comply with all reporting requirements as set out by CO.AS.IT. management