

# Language Assistants 2017



## Program information

The Language Assistants Program is a long standing initiative of the Department of Education and Training that places 24 native-speaking graduates from France, Germany, Indonesia and Spain in Victorian government schools for a school year to support language programs.

Language assistants support qualified language teachers to provide authentic language and cultural experiences for students. This includes, but is not limited to, team-teaching, providing small group or individual student language support, engaging students in online language learning and offering linguistic and cultural advice. Language assistants do not replace a qualified languages teacher.

Language assistants can also support cluster, regional or Department initiatives, including resource development, student language immersion camps and teacher professional learning.

## School placement

Language assistants usually support more than one school during the program and always work under the supervision of a qualified languages teacher. In 2017 **priority will be given to applicant schools in rural and regional Victoria** and to schools which do not have ready access to native speaker support. Please be aware that this program's intent and focus is on supporting schools in rural and regional areas of Victoria. Therefore it is likely that you will be placed in a school located several hundred kilometres from the Melbourne metropolitan area.

## Roles and responsibilities

### Responsibilities of the base school Principal

The base school Principal will:

- ensure that the language assistant does not assume the role of a teacher and does not teach unsupervised
- nominate a staff member as the Coordinator to supervise and guide the language assistant
- arrange for the language assistant to be collected from the airport upon arrival in Melbourne
- oversee the welfare of the language assistant and respond in a timely manner if issues arise
- ensure that the language assistant is provided with a school-based orientation and induction
- ensure that the language assistant is provided with a personal workspace in the school.

### Responsibilities of the base school Business Manager

The Business Manager at the base school is responsible for assisting with the employment of a language assistant and will:

- contact the Schools Recruitment Unit to request the creation of a vacancy online for the language assistant
- hire the language assistant on eduPay
- contact Schools HR for all salary related queries.

### **Responsibilities of the Coordinator at the base school**

The assistant Coordinator will:

- support the language assistant to complete a Working with Children Check, apply for a Tax File Number and complete any forms as required
- liaise directly with the language assistant before their arrival in Victoria to provide them with information about the school(s) and the community
- coordinate temporary accommodation for the language assistant upon arrival and support the language assistant to find ongoing accommodation
- liaise between the school, the language assistant and the Department over matters that may arise, including monitoring the welfare of the language assistant and responding in a timely manner if issues arise
- coordinate the day-to-day work activities of the language assistant, including a manageable timetable across schools in consultation with the language assistant
- ensure lesson planning and preparation with the language assistant occurs on a weekly basis
- ensure that there are opportunities for the language assistant to integrate into the broader school community such as invitations to functions and excursions outside the scheduled language lessons
- liaise with other teachers across the schools to ensure the language assistant is receiving the appropriate level of support to undertake their role
- provide feedback to the Department at the end of the language assistant's placement.

### **Language Assistants**

The language assistant will:

- participate in classes and activities as determined in consultation with the Coordinator
- participate in planning activities with the language teacher/s or Languages Faculty
- provide information and support for the delivery of the languages program
- assist with the development of resources to support languages programs
- participate in professional development activities provided by the DET Languages Unit.

### **Employment conditions**

Language assistants are employed in the Teaching Service in the Education Support Class structure. The employment model is based on the 'school year', meaning that the attendance of language assistants is not required during the school holidays other than for professional development, where required. Terms and conditions of employment are those that apply to Education Support Class staff.

Language assistants are employed part-time and are required to attend at school for 30.4 hours per week. This is 0.8 of an equivalent full-time member of staff. The days and times required at school are to be determined in consultation between the school and the language assistant. It should be noted that the daily lunch break is unpaid time unless the assistant is required to perform duties during that period.

### **Financial responsibilities of the language assistant**

Applicants selected to participate in the program will be responsible for:

- obtaining a passport and visa

- organising and paying for all airfares
- obtaining travel / health insurance prior to departure, covering the duration of the placement. Health insurance is compulsory and must be arranged before Assistants depart their home country.
- To streamline the remuneration of language assistants, funding is provided to schools through the School Resource Package. The fortnightly payments to Assistants are managed by individual schools.
- Information on specific conditions of employment is available on the DET Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

### Visa arrangements

- Applicants selected to participate in the program will need to apply for a Special Program (subclass 416) visa through the Australian Department of Immigration and Border Protection.
- This visa is for individuals to participate in approved programs that provide opportunities for cultural enrichment and community benefit. For further information about this visa see: <http://www.immi.gov.au/skilled/specialist-entry/416/>
- Successful applicants will receive an invitation letter from DET to participate in the program as per the visa requirement.

### Timeline

Participants sent a letter of invitation from DET to apply for visa	22 July 2016
Assistants commence placement in school	February 2017
Orientation session in Melbourne	March 2017
End of assistant's placement	22 December 2017

### DET resources

The following online resources may provide useful information for schools and language assistants:

DET Human Resources

<http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Overview of the Education Support Class

<http://www.education.vic.gov.au/hrweb/workm/Pages/dimensSSO.aspx>

Remuneration

<http://www.education.vic.gov.au/hrweb/employcond/Pages/salaries.aspx>

Safety, Health and Wellbeing

<http://www.education.vic.gov.au/hrweb/safetyhw/Pages/default.aspx>

Code of conduct

<http://www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx>

Professional Learning

<http://www.education.vic.gov.au/school/teachers/profdev/Pages/default.aspx>