



## POSITION DESCRIPTION

<b>Title:</b>	Language Assistant (Japanese)
<b>Department:</b>	Teaching & Learning - Languages
<b>Location:</b>	Senior Campus

### Our Intent

At Xavier College we aspire to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position

The Language Assistant is responsible to the Head of Teaching and Learning through the Head of Learning Area-Languages.

The Language Assistant plays an important role in supporting the language teachers to provide authentic language and cultural experiences for students as well as prepare them for VCE examinations.

The Language Assistant engages students in face- to -face language learning. This includes, but is not limited to, team teaching with the other language teachers, providing small group or individual student language support and offering grammatical advice on linguistic matters.

The Language Assistant can also be asked by the language teachers to produce or participate in grammatical and cultural resource development, student language immersion experiences and school activities relating to their language and culture.

In this regard, the Language Assistant supports the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the Xavier Family. The Language Assistant understands their important contribution to the College's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

## Core Duties and Responsibilities

The Language Assistant will:

- support language students with authentic language experience
- engage in face-to-face language learning with small groups or individual students
- provide advice to students in grammatical, linguistic and communication matters
- assist students in preparing for VCAA examinations (Year 11 and 12 SACs/Year 12 examination)
- collaborate with teachers in preparing or developing resources
- report to teachers on students' progress

## Our Xavier Leadership Traits

The Language Assistant should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

## Our Attitudes and Habits as Educators at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

An educator at Xavier College:

- Demonstrably values competence and skill in the art of teaching or area of service/work
- Demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- Values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- Conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- Values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- Seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- Is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- Works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- Understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

## Selection Criteria

- A commitment to educating children, working in and contributing to the ethos of a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards and the provision of an exceptional culture of child safety
- Well-developed people management skills coupled with positive communication and interpersonal skills
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values

### *Essential*

- must be native speaking
- knowledge and understanding of VCAA requirements for Year 11 and 12, including oral examination requirements -general conversation and detailed study
- strong collaborative and communication skills

### *Desirable*

- prior experience in teaching/assisting teaching/tutoring to secondary school students, in particular VCE students
- knowledge of digital language resources
- University degree or other, preferably relating to Humanities or Linguistics

## Compliance Requirements

- Working With Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module (*on appointment*)
- DET Mandatory Reporting and Other Obligations Training (annual update) *on appointment*
- Province Code of Conduct and acceptance of the Code (on appointment) *on appointment*
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management (*desirable*)

## Terms and Conditions

<b>Reporting Line:</b>	Head of Learning Area, Head of Teaching and Learning and Director of Campus All staff are responsible to the Principal and Rector
<b>Tenure:</b>	Casual (term time only)
<b>Hours of Work :</b>	Minimum 18 periods of 55 minutes per 10-day cycle
<b>Location:</b>	Senior campus 135 Barkers Road, Kew.

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.