



POSITION DESCRIPTION

Title: French Language Assistant
Department: Languages
Location: Senior Campus

OUR INTENT

Xavier College aspires to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character.

OUR PILLARS

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions.

ROLE OVERVIEW

The French Language Assistant supports the French teachers to provide authentic language and cultural experiences for students as well as prepare them for VCE examinations.

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

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

LINE OF AUTHORITY

Language Assistants will report directly to the Head of Learning Area-Languages and the Director of Campus. Ultimately, all staff are responsible to the Principal.

KEY RESPONSIBILITIES

- Support French language students from Year 9 to 12 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 Outcomes/Year 12 SACs and examination)
- Collaborate with teachers in preparing or developing resources
- Report to teachers on students' progress

SELECTION CRITERIA

Essential

- native French speaker
- demonstrated knowledge and understanding of VCAA requirements and new French Study, including oral examination requirements -general conversation and cultural product
- 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

The successful candidates are required to be fully aware and accepting of the College's Child Protection and Safety program and ensure the wellbeing and protection of every child in their care.

- Current Victorian Working with Children Check (E)
- Australian Childhood Foundation "Safeguarding Children" online course (on appointment)
- Mandatory Reporting and Province Code of Conduct (on appointment)
- Province Code of Conduct and Acceptance of Code (on appointment)
- Proof of COVID Vaccination (including Booster)

TERMS AND CONDITIONS

Tenure: Casual – Term Time Only

Location: Senior Campus
135 Barkers Road, Kew. Victoria. 3101

Hours of Work Minimum 18 periods of 55 minutes per 10-day cycle