

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Language Assistant
Division:	Language Services
Reports To:	Language Services Team Leader
Responsible to:	General Manager
Location:	Head Office
Date:	January 2022

MAIN PURPOSE OF POSITION

The Language Assistant supports qualified language teachers in providing language and cultural experiences for students. The Language Assistant participates in resource development under the direction of the Language Services Team Leader.

KEY ROLES AND RESPONSIBILITIES

1. Assist with the delivery of language and cultural activities, face-to-face or online.
2. Assist with the development of resources to support the teaching of Italian.
3. Work with individual or small groups of students undertaking language-learning activities.
4. Team-teach or provide targeted support to small groups or individuals.
5. Contribute to curriculum planning and resource development.
6. Contribute to the development of language teaching and learning materials that require expert knowledge of the target language.
7. Keep track of lessons and provide monthly report of activities.
8. Other duties in line with the philosophy and objectives of Co.As.It. as directed by the Language Services Team Leader.
9. Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society.

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The Language Assistant needs to build extensive networks and strong consultative relationships within the organisation as well as externally with other services.

These relationships include:

- The Head of Education;
- Language Services Team Leader;
- The Co.As.It. Board of Directors, General Manager and management team;
- Staff within the Language Service areas including teaching staff;
- Staff across Co.As.It. generally to work collaboratively and exchange information;
- General Public;

DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to the smooth running of the Language programs;
- Content of advice and information provided to Language Services Team Leader.

Decisions that are referred to a supervisor include:

- Strategic decision about projects and establishing priority;
- Any decision which will substantially alter the outcomes, timeframe or funding requirements of individual projects;
- Major policy issues or conflicts arising in the course of work;
- All expenditure;
- Matters requiring submission to the Board of Directors.

KEY PERFORMANCE CRITERIA

Broad indicators:

- Be personally guided by the values of the organisation;
- To arrive at work on time and to advise manager/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;

- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- High level cooperation with other staff, teams and divisions.

Position Specific indicators:

- To ensure the successful implementation of language programs;
- To build and maintain strong relationships with teachers and staff in the Language Services Division;

Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Essential

- Qualifications and experience in language teaching;
- Highly developed interpersonal and communication skills;
- Confident manner and experience in working with the public;
- Ability to meet deadlines on a daily basis and manage competing priorities and tasks;
- Excellent oral and written communication in English and Italian;
- Capacity to work independently with minimal supervision and collaboratively in a team environment;
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

POSITION HOLDER

Signature..... Date.....

SUPERVISOR

Signature..... Date.....