



**CHRISTIAN
COLLEGE**
G E E L O N G

INDONESIAN LANGUAGE ASSISTANT

Commencing Term 3, 2014, this 0.4 EFT position has recently become available at our Senior School Campus in Waurn Ponds, Geelong.

This is a replacement, 2014 contract position with ongoing employment considered.

Experience working with VCE students and the ability to speak fluent Indonesian would be advantageous.

Applications are invited from dedicated and qualified teaching staff who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

Applications should be forwarded to:

Secretary to the Principal
18 Burdekin Rd, Highton Vic 3216
principal@ccg.vic.edu.au

CLOSING DATE: Friday 23rd May, 2014



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POSITION DESCRIPTION: Indonesian Language Assistant

Purpose Statement

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

Expectations of Duties

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives
- Administers tests for the purpose of supporting teachers in the classroom
- Assists students, individually or in small groups, with lesson assignments (eg read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions
- Drives to various school site locations as needed and/or assigned for the purpose of providing bilingual support to students
- Implements, under the supervision of the teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts. Prepares worksheets and other materials
- Supports classroom teachers and other school personnel for the purpose of assisting them in the appropriate placement of individual students based on their language skills, selection of lessons and teaching requirements
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Behaviours

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- Act with integrity at all time
- Be open and honest in all communication – students and staff
- Respond promptly to communications
- Show respect to all students and staff
- Embrace change
- Act with professionalism ensuring that personal goals are in line with the College vision and strategies
- Have a good working knowledge of all the policies and procedures
- Be a self –starter, show initiative
- Strive for excellence, take pride in what you do
- Be accountable and responsible
- Be punctual
- Offer ideas for improvement
- Offer and receive feedback
- Be active in managing hazards and safety risk

Expectations of Skills

- Use of computer based technology
- Hold a current Working with Children’s Card

Organisational Relationships

- Reports to Mrs Carol Milton-Garner, Director of LOTE

General Conditions of Employment

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/Classroom Support Services. A copy of this Award is provided on the Fairwork Australia website.

The position is based on 30.4 per week with starting and finishing times to be negotiated with the Director of LOTE. It is important to note these hours can vary each semester and from year to year as they are based student subject choices