



Application Pack

Year 12 Italian Language Conversation Assistant

Application Pack includes

- An introduction to Catholic Ladies' College
- Role Description
- Application Process

Applications close: **30 November 2022**

About our College

Vision	To inspire young women to realise their personal excellence and confidently shape their future.
Purpose	We create opportunities for young women to achieve and champion justice in the global community.
Tradition and Stewardship	<p>Our founding Sisters were forward thinkers, who advocated comprehensive education and new possibilities for young women.</p> <p>The Sisters of Charity founded Catholic Ladies' College in East Melbourne in 1902 and moved the school to its present eight-hectare, tree lined setting in Eltham in 1971.</p>

Catholic Ladies' College is a student focused school. At the heart of our commitment to excellence in learning and student wellbeing outcomes is each of the individual students under our care. At Catholic Ladies' College, ours is a story of unlimited possibilities. It is a story of empowerment, inspiration and opportunity.

We prepare our students for life beyond school, we challenge our students to make deeper connections between their school learnings and the world around them.

The Role

The Language Conversation Tutor works directly with individual Year 12 students to practice the oral language and prepare the student for their end of year oral exam.





Role Description – Italian Language Conversation Tutor

Broad Overview

The Language Conversation Assistant will be responsible for providing expert advice and enrich students' learning by adding a contemporary linguistic for both students and teachers. The Language Assistant will work with the language teachers and senior students to support students prepare for their oral practice examination at the end of the school year.

Key Responsibilities

STATEMENT OF DUTIES	
Student Oral	<ul style="list-style-type: none"> The Language Assistant is to help individual students elaborate on answers and provide suitable expressions and phrases to assist this process. Repair strategies are to be practised so that students may answer difficult questions with greater confidence. Students need to practise asking for a question to be phrased differently, if comprehension is not immediate. Useful expressions, exclamations or full sentences to fill in any conversation gaps are to be practised. The Language Assistant may be asked to correct the grammatical errors, vocabulary mistakes and sentence construction of the students' practice writing pieces by clearly writing the corrected version underneath each sentence. Work taken home for correction is to be returned to the Year 12 teacher language teacher as soon as practicable. The Language Assistant is to seek direction from the Year 12 Teacher of the language and provide feedback concerning the progress of the students.
General Duties	<ul style="list-style-type: none"> Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures Other duties as required by and negotiated by the Principal
SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<ul style="list-style-type: none"> A demonstrated understanding of child safety A demonstrated understanding of appropriate behaviours when engaging with children Be a suitable person to engage in child-connected work Must hold or be willing to acquire a VIT or Working with Children Check card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Must be fluent in the language (Italian and Indonesian are taught at the College) Demonstrates commitment to the objectives of the work area <p>Desirable:</p> <ul style="list-style-type: none"> HLTAID003 First Aid Certificate of currency and 22300VIC Certificate. Previous school experience
Skills/Attributes	<ul style="list-style-type: none"> very strong interpersonal skills high level of organisational skills high level communication skills – written, aural, digital and verbal flexibility, self motivation and reliability an ability to work autonomously, use initiative and be resourceful demonstrate professional and collegiate relationships with colleagues
Reports to	Year 12 Language Teacher
Appointment Terms	Employment in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2018) or Agreements that supersede this one





How to apply

In preparing an application, please read the position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

All applications must include:

- Covering letter of no more than one page outlining why the application is being made
- Current Curriculum Vitae
- [Application form for Support Staff](#)
- Academic transcript

Applications should be emailed to hr@clc.vic.edu.au, addressed to:

Stephanie Evans
Principal
Catholic Ladies' College
19 Diamond Street
ELTHAM VIC 3095

For all employment enquiries, please contact the Human Resources Manager.

Child Safety

Before commencing employment at the College, all employees should read and understand our Child Safety and Wellbeing Policy and Child Safety Code of Conduct. These documents are available on the website.

