

English as an Additional Language (EAL): Learning Support Officer

Position Overview

The EAL Learning Support Officer supports the work of the EAL teaching team, both in the Intensive English program and in EAL classes. S/he will work with students who have limited English to develop their English language skills. As this program currently caters for significant numbers of new and recent arrivals students from Iraq, the ability to speak Arabic is a requirement for the position. Whilst not essential, Syriac / Assyrian would be an advantage.

Statement of Duties

Specific Duties	<ol style="list-style-type: none"> 1. Under the direction of teachers, provide intensive EAL language support for new and recent arrivals students. 2. Assist students to develop their English language proficiency, both, in a one on one or small group context and through in-class support. 3. Deliver appropriate programs under the direction of the EAL teachers. 4. Support students in learning about, and settling into, education in Australia. 5. Assist EAL students to be organised for class, and in their studies. 6. Monitor student progress and provide feedback to the teacher. 7. Attend excursions as required. 8. At the direction of the teacher, prepare teaching resources and materials. 9. Provide after school study support for EAL students. 10. Yard Duty as allocated. 11. Assist with contacting home and in interpreting at meetings with families. 12. Carry out administrative duties associated with the role.
Accountability	<ol style="list-style-type: none"> 1. The EAL Learning Support Officer is directly responsible to the Learning Diversity Leader.
Child Safety	<ol style="list-style-type: none"> 1. Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

	<ol style="list-style-type: none"> 2. Assist in the provision of a child-safe environment for students. 3. Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ol style="list-style-type: none"> 1. Commit to ongoing learning in your area of work. 2. Be open to researching areas of interest relevant to directions provided in the school's strategic plan. 3. Be an active member of relevant professional and community associations.
General Duties	<ol style="list-style-type: none"> 1. Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. 2. Attend school events, during and after school hours as relevant and/or requested by the Principal. 3. Engage in a professional manner with students, families, staff and community partners. 4. Other duties as requested 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"> • Experience in working with children • 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 Working with Children Check card and must be willing to undergo a National Police Record Check
Education and Experience	<ul style="list-style-type: none"> • Experience in working in an educational setting. • Proficiency in reading, writing and speaking English and Arabic. • The ability to work in a team and to contribute more broadly to the life of the school community. • Demonstrated high level interpersonal and communication skills. • Demonstrated high level organisational and time management skills. • Appropriate qualifications or experience in TESOL, EAL or Learning Support • A strong understanding of, and a proven ability to connect with, and engage young people from culturally and linguistically diverse backgrounds, particularly those in the Iraqi community.

Salary: Education Support Officer Level 2-2 Category B

\$56,012 - \$63,981 (Depending on qualifications and experience)

Tenure: Fixed Term Contract concluding on the 26 January 2021.

Start: Monday 17 February 2020

Hours: Full time position: 38 hour week 8.30 – 4.30pm

Catholic Regional College St Albans is a child safe environment. It actively promotes the safety, wellbeing and inclusion of all young people, and all staff are committed to protecting young people from abuse or harm in the school environment. The school's Child Safety policy and Code of Conduct are available on the College website.

