



Iona College Geelong Role Description

Language Assistant - Indonesian

The Language Assistant – Indonesian will work with the College’s Indonesian language teachers and College leaders in the preparation and presentation of the language program as well as provide support and advice to our Indonesian Language students.

REMUNERATION SCALE:	Level 2, Category B	
FULL TIME EQUIVALENT:	0.16 FTE	1 day per week (Every Friday 8:45am to 3:15pm)
REPORTS TO:	Principal via the Indonesian Head of Faculty	
STATEMENT OF DUTIES		
Key Responsibilities	<ul style="list-style-type: none"> • Collaborate with teachers in the development and preparation of lessons content, language experiences and resources • Support Indonesian learners across Years 7 – 12 with authentic communicative language experiences. • Verify spoken and written language, provide information regarding new vocabulary and provide a model for correct pronunciation, accent and stress. • Provide advice to staff and students in grammatical, linguistic and communication matters. • Participate in individual, pair or group work with students, in order to develop oral and conversational skills. • Assist students in preparing for VCAA examinations. • Participate in whole class activities but will not assume sole responsibility for the students unless under the supervision of a qualified teacher. • Provide not only opportunities for teachers and students to practise conversing, but also provide information about society and culture. • Participate in activities to promote the language in the school. The Language Assistant may also participate in professional development seminars for teachers if approved. • Report to teachers on student’s progress. • Develop their personal knowledge and understanding of VCAA requirements for Year 11 and 12 Indonesian (SL) studies, including oral examination requirements, general conversation and detailed study. 	

Personal Attributes:	<ul style="list-style-type: none"> • Support of the Vision and Mission of Iona College Geelong as a Catholic College; • Loyalty, trustworthiness, dependability and reliability. • Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations; • High-level collaboration skills and accepting accountability when making decisions; • Ability to seek support and clarification including when handling sensitive situations and information; • Engage in ongoing relevant professional development; the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information; • first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support; the appropriate referrals to the offices of the Principal, Deputy Principal, Administration staff, members of the Leadership Team or other teaching or non-teaching staff.
Professional Development	<ul style="list-style-type: none"> • Undertake professional development and training to maintain a high level of awareness of current and best practices in the major areas of responsibility associated with the role. • Commitment to the ongoing professional development in your role. • Continue the development of ICT skills and technologies. • Maintain professional competence and training. • Uphold professional standards expected of this role.
General	<ul style="list-style-type: none"> • Attend all relevant staff meetings. • Attend whole school events as directed by the Principal. • Follow the College financial requirements in relation to ordering goods.
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Business Manager • Head of Learning • Language Teachers • Students • Staff <p>Externally</p> <ul style="list-style-type: none"> • Other schools
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child safety policies and code of conduct and procedures. • Obtain a valid Working with Children Check. • Obtain a current National Police Record Check.
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards in order to

	<p>eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety).</p> <ul style="list-style-type: none"> Promote and implement occupational health and safety and risk mitigation processes within the College.
QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> An understanding of the ethos of a Catholic school and its mission. A commitment to Iona College's Vision & Mission.
Commitment to Child Safety	<ul style="list-style-type: none"> An understanding of child safety and appropriate behaviours when engaging with young people. A willingness to obtain a Working with Children Check and National Police Record Check. Be familiar with the legal obligations relating to child safety (mandatory reporting). Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	<ul style="list-style-type: none"> First aid competence demonstrating the skills and knowledge required to provide first response and sick bay support. A comprehensive understanding of the College's policies and procedures. Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information. Refer matters to the Principal, Deputy Principals, Business Manager, other Administration Services staff, Leadership Team members, or other teaching and non-teaching staff as appropriate.
Skills / Attributes	<p>Skills & Capabilities:</p> <ul style="list-style-type: none"> Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College. The capacity to multi-task and pay close attention to detail in a timely and responsive manner. The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary. Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others. Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows. Have the ability to work effectively as a team member. Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College. <p>Demonstrate a commitment to ongoing Professional Learning;</p> <ul style="list-style-type: none"> Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion, and tact Excellent capabilities in the use of information and communication technologies especially: Microsoft Office system, Operoo, SIMON,

	<p>Synergetic, database management, online and mobile applications used at the College</p> <ul style="list-style-type: none"> • The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role • Ability to work autonomously
Experience and Qualifications	<p>May be a native speaker (ideally with experience teaching or classroom assisting at a secondary level) OR a third/fourth year university student currently studying Indonesian with demonstrated high-level skill in Indonesian communication.</p>
Other Requirements	<ul style="list-style-type: none"> • Valid Working with Children Check. • National Police Check every 5 years. • Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. • Comply with the Iona College Child Safety Commitment. • Current Level 2 First Aid. • Current Mandatory Reporting Compliant Certificate.

Contract & Conditions	<p>Commencement Date: Term 2</p> <p>Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Principal
Date	March 2025