

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 2	Role Type	Teacher Aide
Job Posting Title	ES1-2 Multicultural Education Aide		
Subjects/Duties	Teacher Aide - Multicultural	Level	Primary/Secondary P-12
Begin Date	27/01/2023	End Date	26/01/2024
Regular/Temporary	Fixed Term		
Hours	22.80		
Reference #	1296861		
Contact Name	Claire Kelly		
Phone	03 5051 4700		
School Website	www.milsen.vic.edu.au		
Apply By	02/10/2022		

Position Descriptions

Visible	Internal and External
Description Type	Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External
EEO AND OHS Commitment

Description

The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Visible Description Type Internal and External
Role

Description

As specified Victorian Government Schools Agreement 2022, Attendance (5)(a)(i) Unless

otherwise agreed, an education support class employee will be in attendance for 7.6 hours daily (for a full-time employee) between 7am and 6pm from Monday to Friday. Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a).

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Description Type	Internal and External Other Information
-------------------------------------	--

Description	Dear Applicant Thank you for your interest in this vacancy at Mildura English Language Centre
--------------------	--

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).
- A copy of your current Employee **Working With Children Check** will be required if successful.

Salary Rates: ES1-2 \$53,301 - \$68,260 (full time rates)

Visible Description Type Internal and External Selection Criteria

Description

SC1 Capacity and experience to support teachers and students in the EAL program across all classes at the Mildura English Language Centre (P-10).

SC2 Demonstrated capacity to communicate effectively with members of the school community

including students and their families from culturally and linguistically diverse backgrounds.

SC3 Demonstrated proficiency in the use of ICT relevant to assisting students with English as an additional second language.

SC4 A commitment to professional learning and growth.

SC5 Proficient reading, writing, speaking and listening skills in English and an additional language/s.

Visible Internal and External
Description Type Responsibilities

Multicultural Education Aide:

Description

- support student learning on an individual or group basis with direction from class teacher
- translate communication between teachers and non-English speaking students in the classroom
- support and translate communication between teachers and non-English speaking parents
- translate and support communication during Parent/Teacher Conferences
- assist in the translation of school documents and resources
- prepare basic curriculum resources
- assist school in liaising with external support service providers, teachers, students, and their families
- support staff in student wellbeing
- where possible provide teachers with

- insight into student ' s cultural backgrounds and experiences
- literacy in Arabic, Chinese, Dari / Hazaragi, Kurdish, Thai, Vietnamese language or a combination of these languages is desirable.

General Skills; ability to:

- organise and time manage oneself and tasks
- work effectively in a team environment
- take direction and work independently
- communicate effectively with students, families and staff
- foster positive relationships with all members of the MELC community
- actively seek and participate in professional development (Subject to College P&D guidelines)
- participate in the College ' s performance and development processes in line with DET requirements
- General duties as directed by the Principal within the requirements of ES1-2 dimensions of work as listed in the Victorian Government Schools Agreement 2022.

Other Requirements:

- Current Working with Children Clearance
- First Aid Level II (or equivalent) is desirable.

Visible Internal and External
Description Type Location Profile

MELC Profile

Mildura English Language Centre (MELC) is a campus of the Mildura Senior College, and is located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne MELC provides a full-time intensive English language program for newly arrived migrant and refugee students from years Prep to 10.

Description MELC ' s aim is to prepare students for the English demands of mainstream schooling or other alternative pathways. MELC provides an introduction to the English language as well as learning in and through English. MELC also provides students and their families with an understanding of the Victorian schooling system and life in Australia.

At MELC, we are committed to providing a secure caring learning environment where staff and students respect cultural and religious differences. MELC provides equal opportunity for students of P-10 year level, regardless of sex, ethnic background, race, religion or economic status.

MELC teachers are required to differentiate the learning to consider student ' s previous access to and experience of schooling, their age and their rate of language acquisition.

We are committed to Respectful Relationships and being a Safe School. The MELC values of

Persistence, Empathy, Aspiration, Community and Engagement reflects the culture and behaviours we aim to develop in our students.

Visible Description Type Internal and External
Who May Apply

Description Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

Visible Description Type Internal and External
Child Safe Standards

Description Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

Visible Description Type Internal and External
DET Values

Description The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those

who work in Victorian Government Schools.
 Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Visible Internal and External
Description Type Vaccination Requirement

Description For positions in special settings, a person is not eligible for employment unless they meet the [vaccination requirements](#) on commencement in the position.

Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	08/09/2022	02/10/2022
Internet	External Posting	08/09/2022	02/10/2022

Job Information

Created By 09638123(Heidi Earle)
Created 08/09/2022
Opening to Fill L(Limited Number of Openings)
Target Openings 1
Available Openings 1
Business Unit DOEBU(Dept of Education and Training)
Company DOE(Dept of Education and Training)
Status Code 010 (010 Open)
Reason for Job Opening
Status Date 08/09/2022
Date Authorized 08/09/2022
Fixed Term Reason Verified

Staffing information

Region AUS
Schedule Type Part-Time

Work Period DOE Weekly