

## Job Opening Report

### Job Opening Summary

<b>Department</b>	018045(Mildura Senior College)	<b>Location</b>	Mildura Senior College
<b>Classification</b>	Ed Support Level 1-Range 2	<b>Role Type</b>	Multicultural Aide
<b>Job Posting Title</b>	ES1-2 Multicultural Aide - Hazaragi		
<b>Subjects/Duties</b>	Teacher Aide - Multicultural	<b>Level</b>	Primary/Secondary P-12
<b>Begin Date</b>	28/01/2025	<b>End Date</b>	26/01/2026
<b>Regular/Temporary</b>	Fixed Term		
<b>Hours</b>	22.80		
<b>Reference #</b>	1446261		
<b>Contact Name</b>	Claire Kelly		
<b>Phone</b>	03 5150 4700		
<b>School Website</b>	www.milsen.vic.edu.au		
<b>Apply By</b>	07/11/2024		

### Position Descriptions

<b>Visible</b>	Internal and External
<b>Description Type</b>	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**

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education 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. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au)

**Visible Description Type** Internal and External  
Role

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.

Monday	Tuesday	Wednesday	Thursday	Friday	Total
-	8.50 - 3.00pm	8.50 - 3.00pm	8.50 - 3.00pm	8.50 - 3.00pm	22.8 hours / week

Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a).

**Description** An education support class position at this range will perform tasks that are carried out in accordance with guidelines, accepted practice, and school policy under supervision and direction. This may include coordination of other education support class staff within the work area or educational program.

An education support class position supports the educational services being provided to students but must not include duties of a teacher as defined in clause 2.6.1 of the *Education and Training Reform Act 2006 (Vic)* or its successor. Supervision of students can be required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher.

Certification and/or qualifications of up to three years can be required at this level (noting that Registered Nurse is not included at this level, the first level for which is Level 1 range 3).

A role at this range may include:

Specific support tasks to achieve outcomes. Typically, this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the co-ordination of a work area under the direction of the principal or a manager.

Assisting teachers, within an educational program, by undertaking specific support tasks or the coordination of the support function.

Supervised health and wellbeing support tasks, medical intervention support tasks, or other specialised student/teacher support roles (e.g. enrolled nurses performing the role as described in schedule 3). These roles require specific qualifications

and/or training, including roles where further training must be undertaken 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.

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 would be typical examples.

An education support class position at this range commencing at the base will initially be limited to undertaking routine tasks that are carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established, and direction is readily available. Subject to any specific qualification and/or training requirement, an education support class employee employed in this range may be progressively required to undertake coordination, specialised student/teacher support tasks, or technical tasks as experience in the role is gained.

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

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.

**Description** 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 WWC card will be required if successful.

**Visible** Internal and External  
**Description Type** Selection Criteria

**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.

**Description**

**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.

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**Visible Description Type** Internal and External Responsibilities

# Multicultural Education Aide:

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

## Description

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 Hazaragi language or a combination of 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.

**Visible** Internal and External  
**Description Type** Location Profile

**Description** 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.

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:

<https://www2.education.vic.gov.au/pal/child-safe-standards/policy>

**Visible Description Type** Internal and External  
DE Values



**Description**

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department'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 department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

**Job Postings**

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	24/10/2024	07/11/2024
Internet	External Posting	24/10/2024	07/11/2024

**Job Information**

<b>Created By</b>	09638123(Heidi Earle)
<b>Created</b>	24/10/2024
<b>Opening to Fill</b>	L(Limited Number of Openings)
<b>Target Openings</b>	1
<b>Available Openings</b>	1
<b>Business Unit</b>	DOEBU(Dept of Education and Training)
<b>Company</b>	DOE(Dept of Education and Training)
<b>Status Code</b>	010 (010 Open)
<b>Reason for Job Opening</b>	
<b>Status Date</b>	24/10/2024
<b>Date Authorized</b>	24/10/2024
<b>Fixed Term Reason Verified</b>	

**Employees Being Replaced**

Employee ID	Name
09763919	Shahnaz Ullah

**Staffing information**

<b>Region</b>	AUS
<b>Schedule Type</b>	Part-Time
<b>Work Period</b>	DOE Weekly

