



## Language Centre Coordinator

### 1.0 Time Fraction

Family Leave Position: 23/11/2020 to 24/08/2027

Job No: 1196495

The successful applicant will be responsible for the effective coordination of the Language Centre including the tracking of student growth and the preparation of students for mainstream classes. This will include participating in course counselling and subject selection, as well as acting for a mentor to Language Centre students. The successful applicant will also provide intensive one-to-one, small group and in-class EAL support for exiting International and local EAL students.

**Note: There is a time allowance associated with this position.**

### Position Description

- To be able to teach in an EAL intensive Language Centre program and to be able to teach EAL to Year 12.
- To assist with new student interviews and conduct testing prior to student arrivals to determine English levels and an appropriate ILP for all Language Centre Students.
- To ensure the comprehensive delivery of the Language Centre Program through the development, implementation and evaluation of appropriate and differentiated curriculum programs and conduct regular reviews of teaching and learning practices to meet the needs of students.
- To manage the day to day operation of the English Language Centre and assist the Assistant Principal with the appointment of staff and allocation of duties.
- To ensure the effective development and implementation of a student Code of Cooperation, including all College expectations, and to monitor arrangements for student safety and arrange delivery of student support services as required.
- To develop and purchase resources for the Language Centre and ensure the development of a resource rich learning environment and maintenance and care of the Language Centre environment and facilities.



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- To ensure parents are provided with comprehensive information related to the operation of the English Language Centre and encourage parent participation.
- To develop the English Language Centre Professional Development Plan, staff wellbeing and placement of student teachers in conjunction with the Assistant Principal.
- To represent the English Language Centre in the school, local and broader educational community to ensure maximum access for newly arrived students.
- To track student growth within the Language Centre program, clearly outlining student progress and areas for improvement.
- To represent the English Language Centre on the International Student Program Group and report regularly to the Assistant Principal.
- To take a teaching load as required, including one-to-one, small group, and after hours EAL support.
- To support all staff in the development and implementation of EAL teaching and support strategies in mainstream classes.
- **Possibility to negotiate 0.8 Time Fraction if preferred.**

This vacancy is to replace an employee on parental absence and is for a period of seven years or until the employee absent on leave returns to duty at the school.

To be eligible for employment, transfer or promotion in the principal or teacher class a person must have provisional or full registration from the Victorian Institute of Teaching. In addition, from 3 August 2020, to be eligible for employment in the principal class or teacher class, a person who graduated from a Victorian Initial Teacher Education program after 1 July 2016, must demonstrate that they have passed the literacy and numeracy test for initial teacher education (LANTITE) requirements. This condition is satisfied where the LANTITE requirement is part of the Victorian Initial Teacher Education program completed by the person.



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#### Selection Criteria

**Applicants should provide evidence of their experience and ability to meet the following selection criteria**

1. Demonstrated understanding of initiatives in student learning including the Standards, the Principles of Learning and Teaching P-12 and Assessment and Reporting Advice and the capacity to implement and evaluate learning and teaching programs in accordance with the Victorian curriculum.
2. Demonstrated high level classroom teaching skills and the capacity to work with colleagues to continually improve teaching and learning.
3. Demonstrated ability to monitor and assess student learning data and to use this data to inform teaching for improved student learning.
4. Demonstrated high level written and verbal communication skills and high level interpersonal skills including the capacity to establish and maintain collaborative relationships with parents, other employees and the broader school community to focus on student learning, wellbeing and engagement.
5. Demonstrated behaviours and attitudes consistent with Department values, including a commitment and capacity to actively contribute to and manage major curriculum or student activities and a commitment to continually improving teaching quality and capacity through the application of knowledge, skills and expertise derived from ongoing professional development and learning.
6. (School Criterion) Demonstrated ability to lead the planning and teaching of an Intensive English Language Program to International Students at the early stages of the EAL learning pathway in the English Language Centre and the ability to develop and communicate EAL teaching strategies and resources to support mainstream classroom teachers.