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**POSITION TITLE:** English as an Additional Language (EAL) Support Aide

**Prepared:** October 2017

**REPORTS TO/Manager:** Head of PLACE

**Prepared by:** Head of Human Resources

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### POSITION PURPOSE

The Program for Language Acquisition and Cultural Engagement (PLACE) has been developed specifically by the College to prepare students from non-English speaking backgrounds to transition from living and learning in their home-country, to moving into mainstream classes at St Leonard's College and life in Australia. The program consists of four inter-related elements; student induction, community-based homestay, Intensive English Language (IEL) classes and ongoing learning support including English as an Additional Language (EAL).

The role of the EAL Support Aide is to assist students from non-English speaking backgrounds so that they are better able to access the curriculum and achieve their personal best across all areas of the curriculum.

### THE POSITION

This is a contract part time position available for approximately 22 hours per week during school term time.

### REPORTING RELATIONSHIPS

The EAL Support Aide reports to the Head of PLACE.

### DUTIES & ESSENTIAL JOB FUNCTIONS

Duties	Performance indicators
Under supervision and direction from the Head of PLACE, work collaboratively to assist students in class work and withdraw small groups as directed.	Effective support of nominated students in a manner which is consistent with the standards of St Leonards College.
To assist with the maintenance of records of work and student progress and other relevant documentation.	Maintenance of records documenting student progress as directed.
To undertake Professional Learning in order to update knowledge, skills and qualifications in relation to EAL students and to keep abreast of current trends in education and technology.	Participation in relevant Professional Learning sessions.
Actively encourage, empower and support team members in all aspects of their role, fostering an inclusive team atmosphere where the exchange of ideas is welcome and which promotes professional learning.	Be proactive in contributing

To determine OH&S needs in practical classes where students are receiving assistance from the EAL Support Aide, for example Food Science, Art and Science laboratory classes.	Proactive understanding of OH&S needs in practical classes are determined and communicated to relevant staff.
To assist in collating and recording testing data as required by the Head of PLACE.	Test data is collated and recorded as required.
In conjunction with the Head of PLACE and other staff establish timetables and meeting schedules to ensure effective communication for the team.	Organisation of timetables, meetings and communication with PLACE staff in a timely manner
To maintain excellent interpersonal and communication skills so that delivery of service is maintained to a high standard.	Excellent interpersonal and communication skills are maintained.
Any other tasks as deemed appropriate	

## QUALIFICATIONS

The applicant should have appropriate qualifications and experience in assisting students with learning difficulties. An ability to relate to and enjoy working with secondary aged school student is essential.

## GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
  - Communication – effective, helpful and positive.
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
  - Accountability – we do our work with honesty, integrity and enthusiasm.
  - Performance – we perform to the best of our ability.
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.