



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

MULTICULTURAL EDUCATION AIDE

Title	Multicultural Education Aide (MEA)
Classification	Part-time
Category	Category B Education Support Level 2-1
Length of Appointment	Fixed Term until 26 th of January 2024 0.4 FTE (Thursday and Friday)
Reports	Learning Diversity Leader Learning Area Leader EAL
Conditions	Victorian Curriculum Education Multi Enterprise Agreement 2018

Purpose of the Position

The Multicultural Education Aide (MEA) will work closely with the Learning Diversity Leader and Learning Area Leader EAL to provide the best possible options and supports to inspire and challenge students with an EAL or refugee background to reach their potential. The MEA must actively support and promote the College values of Live Fully Act Justly. They are to be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation, and decision-making.

It is the role of the MEA to help young people grow as learners given every individual is made in the image and likeness of God. The MEA will also assist students to grow in their knowledge and understanding of how to act as Christian people and to be in right relationship with one another.

The person appointed to this position is accountable to the Learning Diversity Leader and Learning Area Leader EAL and is responsible for assisting with the integration of students with an EAL and/or refugee background.

When required other general duties at the College may be allocated.

This position will involve working in a co-operative team, with College leaders, with the Learning Diversity Leader, Learning Area Leader EAL and with subject teachers.

It is a position that will involve a variety of functions and will require a flexible approach to all the tasks required.

Key Contacts

- Deputy Principal Learning & Teaching
- Learning Diversity Leader
- Assistant Learning Support Leader
- Learning Area Leader EAL
- Learning Diversity Team

Catholic Regional College Caroline Springs

P: (03) 9217 8000

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P: P.O Box 3198, Caroline Springs, VIC 3023

W: www.crcs.vic.edu.au

E: enquiries@crcs.vic.edu.au

Responsibilities

- Ability to build capacity in young people with an EAL background.
- Ability to develop an excellent rapport with teenage students with a range of EAL learning needs.
- Ability to work effectively as part of a team sharing observations and expertise, cooperatively implementing programs and providing mutual support.
- Ability to observe the personal organisation and social interactions of students and monitor safety and emotional considerations that need to be addressed by the team.
- Ability to liaise with staff regarding student progress and requirements to assist learning.
- Ability to assist and encourage students individually, in small groups and in the classroom.
- Understanding the need for confidentiality when working with EAL students and their families.
- Interest in developing and implementing particular programs as required.
- Participate in school events, excursions and professional development as required.
- To support staff during meetings and interviews by providing interpretation for families dependent on the language spoken.
- To liaise with the Learning Area Leader EAL to communicate with families in alternative languages, including the translation of documentation.
- Ability to work with staff to plan and deliver EAL pathway strategies.
- Work in classrooms to assist students during the day.

Specialist Skills and Experience

- Ability to work as part of a team.
- Excellent oral and written communication skills, including the ability to communicate with children, parents and the school community.
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children.
- Demonstrated capacity to participate in various school activities, eg school sports, sacramental programs, liturgies and excursions.
- Self-motivation.
- Ability and willingness to accept policy directives.
- Highly effective time management skills.
- Ability to speak, read and write another language relevant to the College demographic.

Interpersonal Skills

- Professional communication skills.
- Maintain strong relationships with teaching staff, and colleagues within the Learning Support team.
- Respectful, friendly, and courteous.
- Organised.
- Sound written communication skills.
- Professional respect for the privacy of each individual.
- High-level attention to detail and accuracy.

Key Performance Indicators

- High quality support for students with an EAL and/or refugee background.
- Evidence of growth in identified student-learning measures.
- Quality and accuracy of administrative support for students with diverse needs.
- Maintain professional and pastoral rapport with students, parents, and staff.
- Ongoing commitment to personal professional learning.

Qualifications and Experience

- Experience working with students from EAL, LOTE or refugee backgrounds (desirable).
- Relevant qualifications or working towards such qualifications (desirable).
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum.
- Demonstrated experience in using ICT.

Child Safety

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety (eg Mandatory reporting).
- Must hold or be willing to acquire a Working with Children Check and undergo a National Police Record Check.

Criteria

Applicants to the position should be able to demonstrate:

- An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
- Appropriate qualifications and experience as a Learning Support Officer and/or Multicultural Education Aide.
- Appropriate skill levels in Mathematics and English.
- Demonstrated understanding of a variety of academic, social, and emotional challenges affecting students in Years 7 – 10.
- An ability to develop productive relationships with students, staff, and parents.
- Excellent organisational and administrative skills.
- Highly developed interpersonal and communication skills
- High attention to detail and accuracy in record keeping.
- An understanding of the College context and requirements for ensuring child safety.
- Competence in the use of Information and Communication Technology.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.