

LANGUAGE ASSISTANTS PROGRAM 2023

PROGRAM GUIDELINES

About the program

The revised Language Assistants Program (LAP) places up to 37 language assistants in selected Victorian government schools from Terms 2 to 4 in 2023, to enrich their languages programs.

Each language assistant is supervised by a qualified language teacher and works across a school cluster comprising a 'base school' and one or two other geographically proximate schools. They are sourced from either overseas or within Australia and are fluent in the target language.

Language assistants contribute to the quality of language education and support language teachers by sharing contemporary knowledge of their language and culture and helping language students to develop fluency and confidence in the target language. They also promote cultural and linguistic appreciation across the broader school community.

Language assistants are employed as part-time (0.8 FTE) Education Support Staff (range 1.2.1) under the *Victorian Government Schools Agreement 2022* (VGSA), at a commencement annual salary of approximately AUD\$32,300. The placement will run over **three terms (Terms 2, 3 and 4)**, commencing on 24 April 2023 and concluding 20 December 2023.

Language assistants work four days a week across their allocated school cluster according to a schedule agreed by the schools.

Schools interested in participating in the LAP must state their preference to host either an overseas sourced or locally sourced language assistant.

Selection of language assistants

Language assistants must:

- hold a bachelor's degree (majoring in the relevant target language) and/or possess mother tongue proficiency in the relevant target language
- demonstrate a level of English proficiency equivalent to an IELTS score of no less than 6
- hold a valid Working with Children Check at the commencement of their role, and
- be prepared to work a minimum of 7.6 hours daily for four days a week.

Visa requirements

Overseas sourced assistants must hold a Temporary Activity visa (subclass 408) for the duration of their employment in 2023.

Locally sourced assistants must be a citizen or permanent resident of Australia or a temporary resident on an appropriate visa that allows for working privileges for the duration of their employment in 2023. Candidates on a Permanent Partner visa (subclass 801) or Temporary Partner visa (subclass 820) are eligible to work as a locally sourced assistant.

Employment arrangements

Overseas sourced language assistants are employed through the Department's central office to enable them to be sponsored for a Temporary Activity visa (subclass 408). Base schools will be advised once their language assistant's employment paperwork has been finalised so that they can finalise onboarding using their typical recruitment and onboarding procedures

Locally sourced language assistants may be directly onboarded by base schools using their typical recruitment and onboarding procedures, provided the Department has approved their nominated candidate.

Key roles and responsibilities

Language assistants are supported by key school and departmental staff, including school principals, language assistant coordinators, language teachers, school business managers and the Department.

Language assistants:

- participate in classes and activities as determined in consultation with their school's language assistant coordinator
- participate in planning activities with their school's language teacher(s) or languages faculty
- provide information and support for the delivery of their schools' languages program
- assist with the development of resources, including teacher professional learning, to support the delivery of their school's language programs, and
- participate in professional development activities provided by the Department.
- facilitate opportunities for the assistant to integrate into the broader school community (such as invitations to functions and excursions outside of scheduled language lessons)
- liaise with teachers at other schools to ensure the assistant is receiving support to perform their role
- provide feedback to the Department at the conclusion of the assistant's placement.

Key dates

Activity	Date
School application period ends	12 August 2022
Notification to schools of application outcome (approved schools can commence sourcing a language assistant)	5 September 2022
Notification to organisations sourcing languages assistants from overseas of the exact number of language assistants required.	5 September 2022
Schools wishing to employ a locally sourced language assistant to commence this process.	5 September 2022
Confirmation of both overseas and locally sourced language assistants	24 October 2022
Language assistants issued with an employment contract	1 December 2022
Language assistants commence placement	25 April 2023
Language assistants conclude placement	20 December 2023