

# Language Assistants Program 2025

## INFORMATION FOR LANGUAGE ASSISTANTS

### About the program

The Language Assistants Program (LAP) places language assistants in Victorian government schools from Terms 2 to 4 each year 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 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.

### 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, and
- Assist with the development of resources, including teacher professional learning, to support the delivery of their school's language programs.

### Employment of language assistants

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). The placement runs over three terms, commencing on 22 April 2025 and concluding 19 December 2025, resulting in a salary of approximately \$32,300.

Language assistants work 7.6 hours daily for four days per week across their allocated school cluster according to a schedule agreed by the schools. Fortnightly salary payments are managed at a school level.

Language assistants may leave the program early only in special or extenuating circumstances. Where a language assistant requests to leave the program before their contract end date, the assistant must provide written notice to the principal of their base school.

## Selection of language assistants

Language assistants should:

- hold a bachelor's degree (majoring in the relevant target language) and/or possess mother tongue proficiency in the relevant target language
- have 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 per week.

### Visa requirements

Overseas sourced assistants must hold a Temporary Activity visa (subclass 408) for the duration of their employment in 2025. For more information about this visa, please visit the Department of Home Affairs website [here](#). The department will provide supporting documentation to assist language assistants applying for this visa.

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. Candidates on a Permanent Partner visa (subclass 801) or Temporary Partner visa (subclass 820) are eligible to work as a locally sourced assistant.

## Financial responsibilities of language assistants

Applicants selected to participate in the program will be responsible for:

- Obtaining a passport and the required visa
- Organising and paying for all airfares and accommodation
- Obtaining travel/health insurance prior to departure for the duration of the placement (appropriate health insurance is compulsory and must be arranged before assistants depart their home country).

Information on specific conditions of employment is available on the department's Human Resources website at [www.education.vic.gov.au/hrweb/Pages/default.aspx](http://www.education.vic.gov.au/hrweb/Pages/default.aspx).

## Timeline

The department will make offers of employment to overseas sourced language assistants by December 2024. Consequently, language assistants requiring a suitable visa must obtain it no later than one month before the commencement of their placement.

## Contact us

For further information and enquiries, please contact Thi Nguyen via [thi.nguyen2@education.vic.gov.au](mailto:thi.nguyen2@education.vic.gov.au).