



MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 18 hectares of beautiful gardens and playing fields, MacKillop is an established College catering for approx. 1670 students from Year 7 through to Year 12 and enjoys an excellent reputation in the local community.

MacKillop is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We respect diversity and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from experienced and qualified persons for the following position:

Multicultural Education Aide

The role of the Multicultural Education Aide is to:

- Provide a caring environment, which promotes independence
- Provide assistance for EAL/D and refugee background students with the guidance of the Learning Support Leader, EAL/D and Indigenous Learning Leader and teachers
- Prepare relevant activities related to concepts in an endeavour to assist with student comprehension in collaboration with the relevant teachers
- Maintain high level communication on the EAL/D and refugee background students and communicate this with the Learning Support Leader, EAL/D and Indigenous Learning Leader and relevant teachers
- Participate in Program Support Group meetings when required
- Document, monitor and report on student progress and participate in regular review and modification
- Maintain a high-level of awareness of the latest best teaching practices in the area of additional language learning
- Provide support to extra-curricular activities where assistance is required: Open Day, Student Progress Interviews, Speech Night, Opening School Mass and Homework Club
- Support students on excursions outside the school environment
- Support students in the classroom, explain teacher instructions and work requirements
- Work directly with case managers, families (where possible and appropriate) and other community organisations to link young people with community agencies
- Assist students and their families with transition into and beyond the educational setting, for example, to assist in gathering enrolment information
- Translate basic school notices and communications to the community
- Assist with the preparation of permission forms and applications
- Act as a resource to develop staff knowledge of the students' backgrounds and the issues that they face
- Support staff in providing a deeper understanding the home cultures, and the expectations and aspirations of the young person and of their family where appropriate
- Help to involve young people in activities and programs outside of the classroom.

Skills and Knowledge:

- Proven experience in secondary education
- Excellent verbal and written communication skills
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- High level of knowledge and ability with Microsoft applications
- Ability to work autonomously

This position will be a Category C Education Support Employee and remunerated as per the Victorian Catholic Education Multi-Employer Agreement 2013.

The successful applicant must support the philosophy of Catholic education and have a current Working With Children Check and National Police Record Check.

Your application must contain:

- The prescribed application for employment form
- Curriculum Vitae

These should be forwarded no later than **10am on Friday 23 February 2018** to:

The Principal
MacKillop College
PO Box 522, WERRIBEE VIC, 3030
Tel: (03) 8734 5200 Fax: (03) 8734 5271
Email: employment@mackillop.vic.edu.au

The MacKillop College community promotes the safety, wellbeing and inclusion of all children.