

## **ASSISTANTS TO TEACHERS OF CHINESE PROGRAM (ATCP) – 2019 (VOLUNTEER/UNFUNDED) SCHOOL GUIDELINES**

### **OVERVIEW**

The Assistants to Teachers of Chinese Program (ATCP) is an initiative of the Department of Education and Training (DET) and the Confucius Institute Headquarters, China (Hanban), and places native speaker volunteer graduates from China in Victorian schools for 12 months. The program supports the Victorian Government's commitment to improve the quality of languages programs in Victorian schools.

ATCs are placed in schools to support a qualified Chinese teacher with the development and delivery of a Chinese language program for Victorian students. ATCs do not assume the role of a teacher and always work under the supervision of a qualified language teacher.

### **PROGRAM OBJECTIVES**

The ATCP aims to:

- support schools to deliver quality Chinese language programs through the placement of native-speaking language assistants
- enrich Victorian teachers' and students' knowledge and understanding of Chinese language and culture
- promote Chinese language learning and intercultural understanding in Victorian communities
- provide opportunities for teachers and students to increase their proficiency in Chinese
- foster relationships between Victoria and China through ongoing linguistic and cultural exchange.

### **SCHOOL ELIGIBILITY**

To be eligible to participate in the ATCP, schools must:

- employ a qualified teacher(s) of Chinese to teach the Chinese language program
- provide the Chinese language program for a minimum of 18 hours per week. (If two schools are sharing an ATC, then the both schools' Chinese programs must be delivered for a combined minimum of 18 hours per week)
- Schools with emerging Chinese language programs are encouraged to apply.

### **RESPONSIBILITIES OF THE DEPARTMENT OF EDUCATION AND TRAINING**

The Department's nominated service provider will on behalf of the Department:

- coordinate the Program, including the school application and allocation process
- liaise with Hanban to identify suitable ATCs
- liaise with the ATCs before their arrival and support them to obtain a Special Program (subclass 408) visa from the Australian Department of Home Affairs (DHA)
- provide an arrival orientation program for the ATCs (including one night's accommodation prior to the orientation)
- liaise with the ATCs and schools to address issues as they arise
- direct ATCs and schools to information relevant to the placement (e.g. Working with Children Check)
- liaise with the DET's Chinese Language Adviser to provide the ATCs with professional learning workshops during the placement.

## **5.1 Responsibilities of the Principal**

The Principal is responsible for overseeing the placement of an ATC and will:

- ensure that the ATC does not assume the role of a teacher and does not teach unsupervised
- ensure that the ATC assists only in the Chinese language program, and is not expected to support other curriculum areas
- ensure that the ATC is provided with suitable accommodation for the duration of the placement, (including during school holidays) which meet the requirements outlined in Attachment 1
- nominate an experienced staff member as the ATCP Coordinator to provide suitable supervision, co-ordination and guidance to the ATC
- oversee the welfare of the ATC during the placement and respond in a timely manner if any issues arise, and where necessary, use the Department's Conflict Resolution Process as outlined in Attachment 2
- ensure that the ATC is provided with a school-based orientation and induction upon arrival
- ensure that the ATC is provided with a personal workspace in the school
- ensure that the ATC is supported by relevant professional learning opportunities in addition to the professional learning provided by the DET Chinese Language Adviser
- coordinate logistics with the Principal(s) of the other school(s) if the ATC is being shared by two/more schools (e.g. timetable, transport to/from schools)
- arrange for the ATC to be picked up from the airport upon arrival in Melbourne and supported appropriately to the airport upon departure from Australia
- ensure that the ATCP coordinator or nominee is in attendance at the ATCP orientation day scheduled in early February 2019 (see Section 7).

\*If two schools are applying to share an ATC, one of the schools must be nominated as the Base School. The Base School Principal will be responsible for overseeing the placement and for ensuring the two schools meet the responsibilities outlined in this Section.

## **5.2 Responsibilities of the ATCP Coordinator**

A key contact in the school must be nominated as the ATCP Coordinator.

The ATCP Coordinator will:

- liaise between the school(s), the ATC and the Department's nominated service provider on matters that arise relating to the ATC's placement
- coordinate the day-to-day activities of the ATC in consultation with the ATC and other staff
- monitor the welfare of the ATC and respond in a timely manner if issues arise, and where necessary use the Department's Conflict Resolution Process (Attachment 2)
- arrange suitable accommodation for the ATC
- liaise directly with the ATC before arrival in Victoria, to provide them with information about the school(s) and the broader community
- attend the ATCP orientation or provide a nominee to attend (see Section 7)
- liaise with the ATC to develop a timetable outlining the classes in which they will participate
- ensure lesson planning and preparation with the ATC occurs on a weekly basis
- help the ATC to complete a Working with Children Check and any other forms required by the school(s)
- identify professional learning opportunities that may benefit the ATC and support them to undertake such opportunities
- ensure that there are opportunities for the ATC to integrate into the broader school community (e.g. invitations to functions and excursions outside the scheduled language lessons) to extend the language and relationships beyond the Chinese classroom
- liaise with other Chinese language teachers to ensure the ATC is receiving the appropriate level of support to undertake their role
- provide feedback, as requested, to the Department's nominated service provider at the end of the ATC's placement.

## ROLE OF AN ASSISTANT

An ATC is assigned to a school (or schools) to assist a qualified Chinese teacher(s) in the preparation and delivery of the Chinese language program. **An ATC should never teach unsupervised or assume responsibility for a school's language program.**

The ATC will attend school for approximately 30.5 hours per week over a five-day week. This will comprise approximately 18-22 hours per week face-to-face contact with students to be negotiated between the school and the ATC. **The ATCs are undertaking a volunteer placement. However, they receive a modest monthly stipend paid to them directly by Hanban.**

### 6.1 Student and teacher support

- Work with individual or small groups of students undertaking language learning activities
- Provide feedback to students on correct language usage
- Model correct language usage (e.g. pronunciation and idiom)
- Team-teach alongside the Chinese language teacher(s)
- Assist the delivery of face-to-face or online cultural activities
- Contribute to professional development sessions for language teachers
- Provide native-speaker linguistic advice to teachers of Chinese, as required
- Provide advice to teachers on contemporary cultural conventions (e.g. pop culture).

### 6.2 School curriculum support

- Contribute to curriculum planning and resource development
- Contribute to the development and maintenance of digital language resources (e.g. FUSE, class wiki)
- Provide support for school-based language program initiatives (e.g. sister school partnerships, school open night, language day)
- Contribute to the development of language teaching and learning materials that require expert knowledge of the target language (e.g. multimedia recording of native-speaker voice).

### 6.3 Other support that an ATC may provide

- Participate in initiatives or projects that promote the language (e.g. language speaking contest, student immersion camp, student forums)
- Assist with the delivery of language and cultural activities either face-to-face or online
- Assist with the development of resources to support the teaching of the language (e.g. recording audio content)
- Help to facilitate language or cultural professional learning workshops for teachers
- Present at regional or professional teacher association language conferences as required
- Participate in activities that promote language learning and intercultural understanding in the broader community (e.g. regional showcase events, forums).

## ARRIVAL ORIENTATION

The Department's nominated service provider will provide an orientation program for the ATCs to prepare them to undertake their role in the school(s). The orientation will take place in early February, 2019. A representative from the school (e.g. the ATCP Coordinator or their nominee) is required to attend the orientation with the ATC. At the end of the orientation, the school representative must accompany the ATC to the homestay. Further information about the orientation will be provided in Term 4, 2018.

## KEY DATES

Application and supporting documentation submitted to DET	27 July 2018
Successful school applicants notified	6 August 2018
Matching of schools and ATC's	28 September 2018
Schools and ATC's notified of placement	5 October 2018
ATC's arrive in Melbourne	28 January 2019
Orientation program (1 <sup>st</sup> PD day)	Early February 2019
End of ATC's placement	20 December 2019

## SUBMITTING YOUR APPLICATION

### **Submitting your application**

Please forward an electronic copy of your completed application form by close of business **Friday 27 July 2018** to [pappas.vic.j@edumail.vic.gov.au](mailto:pappas.vic.j@edumail.vic.gov.au)

For queries, please contact Vic Pappas, Languages Unit, Secondary Reform, Transitions and Priority Cohorts Division by email at [pappas.vic.j@edumail.vic.gov.au](mailto:pappas.vic.j@edumail.vic.gov.au) or on +61 3 909 77389.

## ATTACHMENT 1

### ACCOMODATION – SCHOOL REQUIREMENTS

To participate in the ATCP, the school(s) must provide accommodation and meals for the ATC for the duration of the placement (including school holidays), the costs of which are not to be borne by the ATC.

This could either be homestay with families in the school community (with three meals a day provided), or through a rented house/apartment (where the ATC would receive a food allowance and prepare their own meals).

If homestay accommodation is to be provided, then the school(s) agrees to:

- Provide appropriate support to the homestay to ensure the wellbeing of the ATC. This could include providing financial support to the homestay to offset the costs associated with accommodating the ATC. Homestay should include provision of:
  - a bedroom for the ATC's exclusive use
  - three meals a day, seven days a week (except when the ATC is absent on personal leave)
  - facilities including a bed, wardrobe, towels and linen
  - gas, electricity, heating and water

Note: The Department recommends an amount of \$230 per week for homestay; however, the school has the right to negotiate a higher or lesser amount directly with the homestay host.

- Ensure that the ATC is provided with daily transport to and from school, the costs of which are not to be borne by the ATC. ATCs must not be required to hire, lease or purchase a vehicle for travel to/from or between schools.
- Ensure that the homestay accommodation is not further than 1 hour from the school(s) by public transport.
- Provide homestay accommodation with a member of the broader school community. Where this is not possible and a member of staff is available to host, this person should not be the ATC coordinator and/or the Chinese language teacher.
- Ensure that the ATC does not have to change homestay accommodation more than once per term.

If a rented house/apartment or similar lodging is to be provided, then the school(s) agrees to:

- Cover all costs of the accommodation.
- Ensure that the ATC is provided with three meals per day, as well as daily transport to and from school, the costs of which are not to be borne by the ATC. ATCs must not be required to hire, lease or purchase a vehicle for travel to/from or between schools.
- Ensure that the accommodation is not further than 1 hour from the school(s) by public transport.
- Endeavour to ensure that the ATC does not have to change accommodation more than once per term.

## ATTACHMENT 2

### CONFLICT RESOLUTION PROCESS

Any significant issues pertaining to professional performance or homestay arrangements should be addressed as early as possible and in accordance with the following conflict resolution process.

