

ASSISTANTS TO TEACHERS OF JAPANESE PROGRAM (ATJP) – 2019

(VOLUNTEER/UNFUNDED)

SCHOOL GUIDELINES

OVERVIEW

The Assistants to Teachers of Japanese Program (ATJP) is an initiative of the Department of Education and Training with partner universities in Japan, and places volunteer graduates from Japan in Victorian schools for between 9 - 12 months. The program supports the Victorian Government's commitment to improve the quality of languages programs in Victorian schools.

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

In 2019 schools are requested to provide a weekly stipend of \$120 to cover the cost of incidental expenses incurred by the assistant, directly to the assistant.

PROGRAM OBJECTIVES

The ATJP aims to:

- support schools to deliver quality Japanese language programs through the placement of native-speaking assistants
- enrich Victorian teachers' and students' knowledge and understanding of Japanese language and culture
- support the promotion of Japanese language and culture in school communities
- provide opportunities for teachers and students to increase their fluency in Japanese
- support ongoing cultural exchange between Australia and Japan.

SCHOOL ELIGIBILITY

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

- employ a qualified teacher(s) of Japanese to teach the Japanese language program
- provide the Japanese language program for a minimum of 18 hours per week. (If two schools are sharing an ATJ, then the both schools' Japanese programs must be delivered for a combined minimum of 18 hours per week)
- Schools with emerging Japanese 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 partner universities in Japan to identify suitable ATJs
- liaise with the ATJs 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 ATJs (including one night's accommodation prior to the orientation)
- liaise with the ATJs and schools to address issues as they arise
- direct ATJs and schools to information relevant to the placement (e.g. Working with Children Check)
- liaise with the Melbourne Centre for Japanese Language Education to provide the ATJs with professional learning workshops during the placement.

5.1 Responsibilities of the Principal

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

- ensure that the assistant is provided with a weekly stipend of AUD\$120
- ensure that the ATJ does not assume the role of a teacher and does not teach unsupervised
- ensure that the ATJ assists only in the Japanese language program, and is not expected to support other curriculum area
- ensure that the ATJ 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 ATJP Coordinator to provide suitable supervision, co-ordination and guidance to the ATJ
- oversee the welfare of the ATJ 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 ATJ is provided with a school-based orientation and induction upon arrival
- ensure that the ATJ is provided with a personal workspace in the school
- ensure that the ATJ is supported by relevant professional learning opportunities in addition to the professional learning provided by the Melbourne Centre for Japanese Language Education
- coordinate logistics with the Principal(s) of the other school(s) if the ATJ is being shared by two/more schools (e.g. timetable, transport to/from schools)
- arrange for the ATJ to be picked up from the airport upon arrival in Melbourne and supported appropriately to the airport upon departure from Australia
- ensure that the ATJP coordinator or nominee is in attendance at the ATJP orientation day scheduled (see Section 7).

*If two schools are applying to share an ATJ, 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 ATJP Coordinator

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

The ATJP Coordinator will:

- liaise between the school(s), the ATJ and the Department's nominated service provider on matters that arise relating to the ATJ's placement
- coordinate the day-to-day activities of the ATJ in consultation with the ATJ and other staff
- monitor the welfare of the ATJ 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 ATJ
- liaise directly with the ATJ before arrival in Victoria, to provide them with information about the school(s) and the broader community
- attend the ATJP orientation or provide a nominee to attend (see Section 7)
- liaise with the ATJ to develop a timetable outlining the classes in which they will participate
- ensure lesson planning and preparation with the ATJ occurs on a weekly basis
- help the ATJ to complete a Working with Children Check and any other forms required by the school(s)
- identify professional learning opportunities that may benefit the ATJ and support them to undertake such opportunities
- ensure that there are opportunities for the ATJ 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 Japanese classroom
- liaise with other Japanese language teachers to ensure the ATJ 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 ATJ's placement.

ROLE OF AN ASSISTANT

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

The ATJ 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 ATJ. **The ATJs are undertaking a volunteer placement and the stipend covers some of the assistants' incidental costs but does not equate to employment.**

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 Japanese 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 Japanese, 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 ATJ 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 ATJs to prepare them to undertake their role in the school(s). The orientation will take place early in Term 2, 2019. A representative from the school (e.g. the ATJP Coordinator or their nominee) is required to attend the orientation with the ATJ. At the end of the orientation, the school representative must accompany the ATJ to the homestay. Further information about the orientation will be provided in Term 1, 2019.

KEY DATES

Application and supporting documentation submitted to DET	27 July 2018
Successful school applicants notified	6 August 2018
Matching of schools and ATJ's	28 September 2018
Schools and ATJ's notified of placement	29 October 2018
ATJ's arrive in Melbourne	Term 2, 2019
Orientation program	Term 2, 2019
End of ATJ's placement	20 December 2019 or End Term 1, 2020

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

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 or on +61 3 909 77389.

ATJ ACCOMODATION – SCHOOL REQUIREMENTS

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

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 ATJ 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 ATJ. This could include providing financial support to the homestay to offset the costs associated with accommodating the ATJ. Homestay should include provision of:
 - a bedroom for the ATJ's exclusive use
 - three meals a day, seven days a week (except when the ATJ 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 ATJ is provided with daily transport to and from school, the costs of which are not to be borne by the ATJ. ATJs 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 ATJ coordinator and/or the Japanese language teacher.
- Ensure that the ATJ 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 ATJ 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 ATJ. ATJs 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 ATJ does not have to change accommodation more than once per term.

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.

