

## FUNDED LANGUAGE ASSISTANTS PROGRAM (FLAP) – 2019

### SCHOOL GUIDELINES

#### OVERVIEW

The Language Assistants Program is a long-standing initiative of the Department of Education and Training that places 24 native speakers of **French, German, Indonesian and Spanish**, sourced by relevant foreign government agencies, in Victorian government schools for a school year.

The Department through the Schools Resource Package (SRP) funds language assistants. They support qualified language teachers to provide authentic language and cultural experiences for students. This includes, but is not limited to, team-teaching, providing small group or individual student language support, engaging students in online language learning and offering linguistic and cultural advice.

Language assistants can also support clusters, regional or Department initiatives, including resource development, student language immersion camps and teacher professional learning.

#### ALLOCATION OF LANGUAGE ASSISTANTS TO SCHOOLS

To be eligible to host a funded language assistant, schools must apply as a cluster (a partnership of two or more schools) and travel time by public transport between the schools should not be more than 40 minutes.

The partnership must include:

- at least one secondary school
- a qualified languages teacher(s) who is teaching the target language for a minimum of 18 hours per week.

Applications from single schools will only be considered if the school is isolated and not able to apply as a cluster. The single school must employ a qualified languages teacher(s) who is teaching the target language for a minimum of 18 hours per week.

Schools that were allocated a language assistant in 2017 and 2018 may apply to host an assistant in 2019.

#### NOMINATING A BASE SCHOOL

One of the schools participating in the partnership must be nominated as the base school. The base school will be responsible for the administration of the assistant's salary and placement.

#### EMPLOYMENT OF A LANGUAGE ASSISTANT

Funding will be provided to the base school to employ the assistant. Language assistants are employed part-time (0.8 EFT) and are expected to work a minimum of 7.6 hours daily for 4 days a week.

#### RESPONSIBILITIES OF THE BASE SCHOOL PRINCIPAL

*The base school Principal will:*

- ensure that the language assistant does not assume the role of a teacher and does not teach unsupervised
- nominate a staff member as the Coordinator to supervise and guide the language assistant
- arrange for the language assistant to be collected from the airport upon arrival in Melbourne
- oversee the welfare of the language assistant and respond in a timely manner if issues arise
- ensure that the language assistant is provided with a school-based orientation and induction
- ensure that the language assistant is provided with a personal workspace in the school.

## RESPONSIBILITIES OF THE BASE SCHOOL BUSINESS MANAGER

*The Business Manager at the base school is responsible for assisting with the employment of a language assistant and will:*

- contact the Schools Recruitment Unit to request the creation of a vacancy online for the language assistant
- hire the language assistant on eduPay
- contact Schools HR for all salary related queries.

Further information about the employment of language assistants will be sent to the base school's business managers in December 2018.

## RESPONSIBILITIES OF THE BASE SCHOOL LANGUAGE ASSISTANT COORDINATOR

*The Coordinator will:*

- support the language assistant to complete a Working with Children Check, apply for a Tax File Number and complete any forms as required
- liaise directly with the language assistant before their arrival in Victoria to provide them with information about the school(s) and the community
- coordinate temporary accommodation for the language assistant upon arrival and support the language assistant to find ongoing accommodation
- liaise between the school, the language assistant and the Department over matters that may arise, including monitoring the welfare of the language assistant and responding in a timely manner if issues arise
- coordinate the day-to-day work activities of the language assistant, including a manageable timetable across schools in consultation with the language assistant
- ensure lesson planning and preparation with the language assistant occurs on a weekly basis
- ensure that there are opportunities for the language assistant to integrate into the broader school community such as invitations to functions and excursions outside the scheduled language lessons
- liaise with other teachers across the schools to ensure the language assistant is receiving the appropriate level of support to undertake their role
- provide feedback to the Department at the end of the language assistant's placement.

## KEY DATES

|                                                                     |                  |
|---------------------------------------------------------------------|------------------|
| Application and supporting documentation submitted to DET           | 27 July 2018     |
| Successful applicants notified                                      | 6 August 2018    |
| Participants sent a letter of invitation from DET to apply for visa | 6 August 2018    |
| Assistants commence placement in school                             | 30 January 2019  |
| Assistants Professional Learning session in Melbourne               | March 2019       |
| End of assistant'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.