FUNDED JAPANESE LANGUAGE ASSISTANTS PROGRAM (FJLAP) – 2020

SCHOOL GUIDELINES

OVERVIEW

The Funded Japanese Language Assistants Program is an initiative of the Department of Education and Training that places 6 native speakers of **Japanese** sourced by a selection of universities in Japan, in Victorian government schools for three school terms in 2020.

The Department funds language assistants through the Student Resource Package (SRP). 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.

Where possible, the partnership **should** include:

- at least one secondary school and one primary school *(where there are exceptional circumstances, such as schools in remote rural areas and/or where the nearest partner school is more than 40 minutes away by car or schools with multiple campuses, single applicant schools will be permitted. However the single school must employ a qualified languages teacher(s) who is teaching the target language for a minimum of 18 hours per week).*

The partnership **must** include:

- 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 2019 may apply to host an assistant in 2020.

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

Language assistants are employed in the Teaching Service in the Education Support Class structure. The employment model is based on the 'school year', meaning that the attendance of language assistants is not required during the school holidays other than for professional development, where required. Terms and conditions of employment are those that apply to Education Support Class staff.

Language assistants are employed part-time and are required to attend at school for 30.4 hours per week. This is 0.8 of an equivalent full-time member of staff at a total salary per annum of approximately AUD$36,075. Each placement will commence on 14 April 2020 and finish on 18 December 2020. The days and times required at school are to be determined in consultation between the school and the language assistant. It should be noted that the daily lunch break is unpaid time unless the assistant is required to perform duties during that period.

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 Term 1 2020.

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	21 February 2020
Successful schools notified	24 February 2020
Assistants sent a letter of invitation from DET to apply for visa	28 February 2020
Assistants arrive in Melbourne, Victoria	13 April 2020
Commencement of assistant's placement	14 April 2020
Professional development session in Melbourne: 1	Late May 2020
Professional development session in Melbourne: 2	Term 3 2020
End of assistant's placement	18 December 2020

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