# Language Assistants Program 2024

INFORMATION FOR LANGUAGE ASSISTANTS

## About the program

The Language Assistants Program (LAP) places up to 37 language assistants in selected Victorian government schools from Terms 2 to 4 each year to enrich their languages programs.

Each language assistant is supervised by a qualified language teacher and works across a school cluster comprising a ‘base school’ and one or two other nearby schools. They are sourced from either overseas or within Australia and are fluent in the target language.

Language assistants support language teachers by sharing contemporary knowledge of their language and culture and helping language students to develop fluency and confidence in the target language. They also promote cultural and linguistic appreciation across the broader school community.

## Key roles and responsibilities

Language assistants are supported by key school and departmental staff, including school principals, language assistant coordinators, language teachers, school business managers and the Department.

### Language assistants

* Participate in classes and activities as determined in consultation with their school’s language assistant coordinator
* Participate in planning activities with their school’s language teacher(s) or languages faculty
* Provide information and support for the delivery of their schools’ languages program, and
* Assist with the development of resources, including teacher professional learning, to support the delivery of their school’s language programs.

## Employment of language assistants

Language assistants are employed as part-time (0.8 FTE) Education Support Staff (range 1.2.1) under the *Victorian Government Schools Agreement 2022* (VGSA). The placement runs over three terms, commencing on 15 April 2024 and concluding 20 December 2024, resulting in a salary of approximately $32,300.

Language assistants work four days a week across their allocated school cluster according to a schedule agreed by the schools. Fortnightly salary payments are managed at a school level.

Language assistants may leave the program early only in special or extenuating circumstances. Where a language assistant requests to leave the program before their contract end date, the assistant must provide written notice to the principal of their base school.

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| **Last Name** *(as per passport)* | **First Name** *(as per passport)* | | **Middle Name** *(as per passport)* | |
| **Program Duration***(please tick)*  ☐I confirm my availability to participate in the program and work at the appointed school in Victoria, Australia between **15 April 2024 and 20 December 2023** | | | | |
| **Street Address** *(legal residence)* | | | **City/Town** | |
| **Postcode** | **Country** | | **Nationality** | |
| **Date of birth** *(day/month/year)* | **Place of birth** *(city & country)* | | **Gender** | |
| **Email** | **Home telephone number** | | **Mobile phone number** | |
| **Passport number** | **Passport expiry date** | | **Nationality on passport** | |
| **Emergency Contact (EC) full name** | **EC Phone number and email** | | **EC Relationship to you** | |
| **Highest level of education (including current studies)** | | **Name of university from which you obtained your most recent qualification (or are currently enrolled)** | | |
| **Native language** | **Have you completed an English exam in the past two years?** *(provide date, name of test and overall score)* | | | |
| **Other languages spoken**  **1.** English  **2.**  **3.** | **Years studied** *(e.g., 4 years)*  **1.**  **2.**  **3.** | | | **Language level** *(e.g., beginner, intermediate, advanced)*  **1.**  **2.**  **3.** |

**Application Form: Your Details**

**Application Form: Questionnaire**

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| Please provide three reasons why you would like to be a School Language Assistant (SLA) in an Australian school. |
| What experience, skills, qualifications and interests will you bring to the position of SLA that will benefit your host school and its students? |
| Describe any previous or current experience you have working with children and/or teenagers (in any field). |
| Name five activities and interests that you enjoy in your free time.  (These can include sports, musical instruments, cultural activities, hobbies, any special skills…) |