

EDUCATION OFFICER'S POSITION INFORMATION

THE ASSOCIATION OF ILLAWARRA COMMUNITY LANGUAGES SCHOOLS

The Association of Illawarra Community Languages Schools (AICLS) is an umbrella organisation which supports community language schools and promotes heritage language maintenance. AICLS provides advice on establishing new schools, applying for funding and professional development for teachers.

Community Language Schools are established by parents and teachers who have significant links with the communities who speak their languages.

Classes are conducted for school age students between Kindergarten and Year 12. Languages are taught for 2 hours per week, outside school hours during school term time.

Classes are held in Public Schools, Community Halls and Churches.

There are currently about 150 community language schools' locations, teaching about 35 languages in the AICLS regions of Illawarra, Southern and South-Western NSW.

AICLS is a not for profit, incorporated association.

The AICLS office and resource library is housed at Cringila Public School.

THE EDUCATION OFFICER

Duties and conditions are determined by the Association of Illawarra Community Languages Schools. However, funding for the position is provided on the following basis: for the equivalent of two days per week, when averaged through the year, the education officer will perform work in support of the Community Languages Schools Program as administered by the Department of Education and three days per week for AICLS.

Duties of the education officer include the following:

- Provide advice and assistance to a range of community language schools as specified by the Community Languages Schools Program about professional and administrative matters (including funding applications, resource development, teaching pedagogies, use of government school facilities)
- Organise, present and facilitate professional development courses for teachers in community language schools.
- Provide tutorial support when needed to teachers attending professional development courses
- Visit community language schools to maintain contact with teachers and management committees and to obtain feedback on support needs
- Promote community language schools, coordinate activities, enhance inter-school communication, facilitate exchanges of ideas and teaching strategies
- Liaise between schools and the Community Languages Schools Program of the Department of Education.
- Undertake specified short-term professional projects for the Community Languages Schools Program as requested
- Maintain and develop AICLS' website www.aicls.org.au
- Administrative duties

The AICLS education officer currently supports community languages schools in the Illawarra and South/South Western Sydney region

SALARY/REMUNERATION

The salary of the education officer is calculated according to the successful applicants' status under the current [CROWN EMPLOYEES \(TEACHERS IN SCHOOLS AND RELATED EMPLOYEES\) SALARIES AND CONDITIONS AWARD 2017](#)

Remuneration package valued at up to \$ 122,858.13. Base salary ranges from \$50,000 to \$ 97,853, plus leave loading, employer's contribution to superannuation, long service leave and workers compensation.

Base salary rates above the minimum are available depending on experience.

WORKING HOURS

The education officer works administrative hours and conditions i.e. 35 hours per week (flexible hours to permit work at weekends or after normal business hours) with 4 weeks annual leave.

Time in lieu for after hours and weekends is calculated according to a set schedule of rates and can be taken when suitable work time is available.

LEAVE

Sick leave, family leave and long service leave is awarded according to CROWN EMPLOYEES (TEACHERS IN SCHOOLS AND RELATED EMPLOYEES) SALARIES AND CONDITIONS AWARD 2017

TRAVEL

The Education Officer is asked to visit Community Languages Schools, attend functions and meetings which involves travel. The Education Officer will have to use his/her own car and has to maintain a log book. Travel for business purposes will be reimbursed as per the Award, on a cents per kilometer rate.

The successful applicant will be required to undergo a Working with Children Check in compliance with NSW Commission for Children and Young People regulations.

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Further information:

[The Association of Illawarra Community Languages Schools](#)

[The Community Languages Schools Program](#)

CONTACT DETAILS:

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Closing Date for applications: Thursday, 4th May, 2017

All applications will be considered and notified of success.

Interviews will be held last week in May.

Position starting date: Monday, 3rd July, 2017