

Mercy College Coburg

The company

Location	Coburg, Australia
Type of business	Secondary school
Job function	Italian language support

Trainee's profile

Languages required	Italian and English
Faculty	Languages (preferably)
Computer skills	Microsoft Word
Required skills	Able to explain Italian grammar

Job description

Job content

- Work with teachers in the development and preparation of lessons, work sheets and audio visual materials, which may require the expertise of a native speaker. Assist with corrections.
- Verify spoken and written language, provide information regarding new vocabulary and provide a model for correct pronunciation, accent and stress.
- Participate in group work with students to develop oral and conversational skills. The size of groups withdrawn should be limited and varied in composition to ensure all students have access to the Language Assistant's expertise.
- Participate in whole class activities but should never assume sole responsibility for the students unless under the supervision of a qualified teacher.
- Provide not only opportunities for teachers and students to practise conversing with a native speaker, but also provide information about society and culture.
- Participate in activities to promote the language in the school and also at a regional level. The Language Assistant may also participate in professional development seminars for teachers.
- Accommodation with a student family or with a staff member otherwise if the assistant prefers their own accommodation support finding a room/apartment/house.