

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Teaching and Learning Consultant – Languages (part-time 0.6 FTE)</b>	
<b>REPORTS TO</b>	<b>Manager, Teaching and Learning</b>	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b>  Manager, Teaching and Learning Consultants Administrative Support Officers	<b>EXTERNAL</b>  Teachers, middle and senior leaders System partners Professional associations Tertiary and industry partners
<b>POSITION PURPOSE</b>	Provide consultancy, support and professional learning for member schools to support the Languages Learning Area, in the context of the Western Australian Curriculum.	
<b>PURPOSE, VALUES, AND STATEMENT OF INTENT</b>	<p><b>PURPOSE</b> Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p><b>VALUES</b></p> <ul style="list-style-type: none"> <li>• Service</li> <li>• Stewardship</li> <li>• Equity</li> </ul> <p><b>STATEMENT OF INTENT</b> The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> <li>• Effective representation and advocacy for the Independent School sector;</li> <li>• Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students;</li> <li>• Maintaining strong relationships with the other education sectors and other education stakeholders;</li> <li>• Supporting schools in their mission through fostering sound leadership and good governance; and</li> <li>• Building partnerships between schools.</li> </ul>	
<b>EXPECTED BEHAVIOURS AND ATTITUDES</b>	<ol style="list-style-type: none"> <li>1. Actively support AISWA's Purpose and Statement of Intent;</li> <li>2. Comply with AISWA's values;</li> <li>3. Comply with all Policies, Procedures and Codes;</li> <li>4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and</li> <li>5. Demonstrate: <ul style="list-style-type: none"> <li>• energy, enthusiasm and drive;</li> <li>• self-awareness and consideration;</li> <li>• an ability to maintain confidentiality;</li> <li>• honesty and an outstanding work ethic;</li> <li>• loyalty to the role, people and AISWA;</li> <li>• commitment to continuous improvement;</li> <li>• a positive and proactive attitude; and</li> <li>• respect for self and others.</li> </ul> </li> </ol>	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<b>Support for schools</b>	<ul style="list-style-type: none"> <li>• Provide leadership, support and high-quality advice on the design and delivery of teaching and learning programs to support teachers of Languages and in other areas of expertise.</li> <li>• Provide professional learning to assist with the design and delivery of high-quality teaching and learning programs, authentic assessment and reporting of learning, and the use of evidence informed pedagogical approaches for Languages, and in other areas of identified need.</li> <li>• Collaborate on, and contribute expertise to joint projects with other AISWA staff.</li> <li>• Develop and update resources for teachers Languages and in other disciplines, including the development of digital assets and online learning content.</li> <li>• The AISWA Consultant (Languages) will provide assistance to Independent Schools in: <ul style="list-style-type: none"> <li>– implementing the Western Australian Curriculum with a particular focus on the Languages Learning Area, the Cross Curriculum Priorities and the General Capabilities.</li> <li>– supporting Languages teachers through the delivery of online and face to face professional learning.</li> <li>– understanding the needs of students from whom English is an Additional Language/Dialect (EAL/D).</li> </ul> </li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Facilitate opportunities for teachers to access practical support, information, professional learning, and resources.</li> <li>• Establish and maintain strategic partnerships and networks with a range of partners, including cross-sector partners, academics, professional associations, industry and other relevant contacts (State, National and International).</li> <li>• Represent AISWA on internal and external committees and working groups as relevant to role.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Monitor relevant research and emerging issues, trends, priorities, and areas of interest related to curriculum, teaching, learning, assessment and pedagogies.</li> <li>• Consult and assist Manager Teaching and Learning.</li> <li>• Other duties as required.</li> </ul>

Qualifications / Skills / Experience	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Tertiary degree in education or similar discipline.</li> <li>• Current TRB registration.</li> <li>• Current Working With Children Check.</li> <li>• Current National Police Clearance.</li> <li>• Current 'C' class driver's licence and own vehicle available for use as required.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of the Australian Curriculum and Western Australia curriculum requirements (P-12), and associated National and State educational policy.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to initiate and plan projects and work collaboratively within AISWA and with external partners.</li> <li>• Ability to work independently and as part of a team.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial teaching experience in schools, and/or working in other relevant educational settings.</li> <li>• Recent experience teaching in WA schools in the Languages Learning Area.</li> <li>• Experience teaching English as an Additional Language/Dialect (EAL/D) is highly desirable.</li> <li>• Experience in planning and delivering multimodal professional learning with diverse audiences</li> </ul>

## ***Employment Information Collection Notice***

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at [admin@ais.wa.edu.au](mailto:admin@ais.wa.edu.au) or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.