



Position Description

Position:	Bilingual Support Worker (Portuguese)
Department:	Student Learning Services
Responsible To:	Business Manager and HoLA - Student Learning Services
Engagement Type:	Fixed term, part-time, term-time only
Supervisory Responsibilities:	None
Purpose:	To support the school's responsibility for a child's learning and behavior.

KEY RESPONSIBILITIES/JOB DUTIES

- Liaise with the pastoral team to support the enrollment, and pastoral needs of Portuguese speaking students.
- Work with students (in a one-to-one situation or in small groups) within or alongside the mainstream class, under teacher supervision
- Support the classroom teacher by working with targeted students in their mainstream class and assist them to stay on task
- With the classroom teacher, use agreed strategies to manage student's behavior
- Work with the student and other students to boost learning, independence and social skills
- Liaise with the classroom teacher to ensure the best support is provided to the targeted student(s)
- Other reasonably requested duties as required

SKILLS REQUIRED

- Fluent in Portuguese and English.
- Able to work collegially and follow the direction of teaching and pastoral staff.
- Able to maintain professional relationships and confidentiality.
- Excellent interpersonal and communication skills, ability to deal with students of all high school ages calmly and efficiently, especially those with behavioural difficulties, and to deal with parents in a similar manner. Knowledge of safety and emergency procedures, first aid skills are desirable.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.