



**OAKLEIGH  
GRAMMAR**

## **ELC Greek Language Bilingual Teacher**

### **Full time**

#### **About Oakleigh Grammar**

Oakleigh Grammar is an independent co-educational Christian school educating children from Early Learning through to Year 12, located on one campus in the inner south-eastern suburbs of Melbourne. Oakleigh Grammar is committed to providing an academically rigorous, internationally-oriented and socially responsible learning environment. The School serves a culturally diverse student population and offers a suite of unique and globally recognised educational programs, which challenge all students to achieve their best. Our workforce is comprised of employees from a diverse range of faiths and backgrounds and has a thriving culture based on community and excellence in education.

The Oakleigh Grammar Early Learning Centre (ELC) is a state-of-the-art light-filled facility with a stimulating learning environment for children aged between two and four years.

Our ELC curriculum is inspired by the Reggio Emilia philosophy for early childhood education. At the heart of this philosophy is the belief that children are full of creativity and curiosity, and this is cultivated within and from children's ideas and observations.

At Oakleigh Grammar, we believe that our teachers' inspiration and dedication are key to ensuring our students reach their full potential while feeling supported and part of the wider school community.

#### **About the Role**

Oakleigh Grammar are currently inviting applications for a Greek Language Bilingual Teacher, commencing 23 January 2024. Full time fixed term teaching position term time only.

Reporting to the Director of Early Learning Centre, you will play a key role in fostering a stimulating and inclusive environment, promoting bilingualism, and providing high-quality education to young learners.

This role provides an excellent opportunity for a confident, passionate and proactive leader to make their mark on our highly sought after ELC

As the ELC bilingual teacher you will work alongside and assist the classroom teacher in order to provide a happy, rigorous, inclusive, nurturing, encouraging, caring and safe learning environment where every student is challenged to achieve their personal best.

The successful candidate will be an outstanding ELC Greek bilingual teacher, and on top of the listed duties in the Position Description, the successful candidate will require the following skill set.

## Key Responsibilities

- Design and implement a comprehensive curriculum that integrates the Greek language into early childhood education.
- Create engaging lesson plans that encourage language acquisition, cultural understanding, and overall development in young children.
- Foster a supportive and inclusive classroom environment that accommodates diverse learning styles and abilities.
- Collaborate with other educators and parents to provide regular updates on students' progress and create a cohesive learning experience

## Minimum selection criteria

To be considered for this role, you will have:

- Bachelor's Degree in Early Years Education or recognised equivalent
- Proficiency in both Greek and English languages.
- Experience working with children aged from 2 years to 4 years of age.
- Strong working knowledge and understanding of the developmental needs of children two to five years of age, including children with additional needs, with demonstrated experience in this age group.
- Experience in managing multiple staff.
- A recognised teaching qualification and current registration with the Victorian Institute of Teaching (VIT).
- Extensive knowledge of Child Protection and its implications for the care and protection of children.
- HLTAID 012 Child First Aid Course – First Aid in an Education and Care setting (includes Asthma training).
- Anaphylaxis and Asthma Management training as prescribed in the Education and Care Services National Law Act 2010.

## Highly desirable selection criteria

Applicants demonstrating the below will be favoured:

- Experience of working with children from a culturally and/or linguistically diverse background
- Experience working with Xplor
- Efficient organisation
- Positive communication and interpersonal skills with both children and adults
- Effective and proactive problem-solving and decision-making skills.

## Benefits

Not only will you make a positive impact on early childhood development, you'll also enjoy the following benefits:

- Experience working in a large Early Learning Centre that is inspired by the teachings from Reggio Emilia
- Supportive, small team environment
- Professional development, training and professional support allowing you to further your learning and continue to develop in your career
- Free parking
- Above award rates

To learn more about life at Oakleigh Grammar, [watch our video](#).

## Application Process

1. Download the full position description on our [website employment page](#).
2. Prepare a cover letter addressing the selection criteria and outlining how your experience aligns to the responsibilities of the role
3. Prepare a CV/resume detailing your qualifications and experience
4. Ensure your application includes:
  - a. Cover letter
  - b. CV/resume
  - c. Contact details for three professional referees
5. Send your CV and covering letter, addressing the criteria and outlining how your experience aligns to the responsibilities of the role to: [employment@oakleighgrammar.vic.edu.au](mailto:employment@oakleighgrammar.vic.edu.au)
6. We will contact you, should we wish to progress your application.

**Closing date Friday 8 January 2024 close of business**

**Interviews will commence prior to the closing date.**

*\*Please note we do not accept applications via agencies*

### Video

<https://youtu.be/De7-VVomBf0>

### Job Summary

We are seeking a qualified Greek Language Bilingual Teacher to assist the classroom teacher in delivering the Greek Bilingual program. To provide a happy, caring, encouraging and safe learning environment

### 3 Key Selling Points

A fun, collaborative and supportive work culture

Reggio Emilia inspired centre

Genuine school hours role

## Information for the Website

### Our Commitment to Diversity

At Oakleigh Grammar, we embrace differences in, age, ethnicity, race, cultural background, disability and religion. We know that diversity and inclusion help us to attract, recruit, engage and retain a team of talented people. If you require specific support to apply for this position, please advise the HR Officer whose contact details are listed in the advertisement. We will work with you to identify the best way we can assist with your application.

### Child Safe School Statement

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. **All staff members employed by the School** are required to hold current Victorian Working with Children Check (for employees) (provided by you), and to adhere to the School's Staff Code of Conduct Policy and Child Safe Policy. These policies can be viewed [here](#).