



Position Description

Position:	Bilingual Support Worker (Filipino)
Department:	Support Staff
Responsible To:	Business Manager and SLT
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 and head of ESL to support the enrollment, and transition to WHS, including the pastoral and academic needs of Filipino speaking students.
- In liaison with SLT, meet with Filipino students to understand their academic and social goals, aspirations and needs.
- In liaison with SLT and Careers, support the transition of Filipino students to post secondary education.
- In liaison with SLT, work with the Heads of Learning to promote pedagogical practice that raises engagement, learning, progress and achievement of Filipino students.
- Work with parents/caregivers to support student goals, which may include supporting with parent information evenings and student/parent/teacher conferences, as required.

SKILLS REQUIRED

- Fluency in Tagalog 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, 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.