



Position Description

Latin Language Assistant



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory), Haileybury Pangea and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year, Senior School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community



Position details

Position title	Latin Language Assistant
Campus location	City Campus, with options to work at all campuses, including Pangea
Reports to	Head of Latin (Middle and Senior School)
Manages others	No
Tenure	Ongoing, part time
Hours	5-10 hours per week

Responsibilities

The primary responsibility of the Language Assistant is to:

- Reinforce speaking skills either on a one-to-one basis or with small groups of students
- Help students to deepen understanding of concepts covered in class or extending those whose proficiency exceeds expectations for a particular year level
- Differentiate reading materials to suit the different levels of Latin language fluency of students
- Assist in the preparation of teaching resources for a particular year level
- Keep records of student progress in their Latin language development
- Maintain ongoing communication with Latin teaching staff regarding student progress and any behavioural issues
- Where required, assist in Middle School or Senior School Latin classroom activities and/or extra-curricular activities

Key selection criteria

Required

- Proficiency in the Latin language
- Sound knowledge of Latin history and culture
- Familiarity with the VCE Study Design (2019-2027)
- Experience as a Languages teacher or assistant in middle/senior years Latin classrooms

Desirable

- Experience of working with children from a culturally and/or linguistically diverse background



Personal qualities

- Highly motivated, dedicated and energetic
- Patience and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team
- Motivation and enthusiasm
- Organisational skills to meet deadlines, ability to work effectively and accurately when under pressure

Inherent qualities

Cognitive demands

- Ability to work with groups of students and to handle multiple (sometimes competing) demands from them and from colleagues and parents
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient
- Ability to employ a variety of classroom management strategies and perform role whilst managing students' behavioural demands

Physical demands

- Ability to stand for long periods of time, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kg for short distances
- Ability to manage students in a sporting situation, accompany students to sporting venues/events and assist with the delivery and demonstration of skills in training sessions
- Ability to coach in both indoor and outdoor environments
- Ability to demonstrate sporting activities with the upper/lower limbs, move upper/lower limbs through a full range of movement and simultaneously coordinate upper limb/lower limb activity
- Ability to demonstrate sporting activities in a variety of environments which may be indoors or outdoors

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.



General information

- All staff who do not hold Victorian Institute of Teaching (VIT) registration will need to hold a current Employee Working With Children Check (WWCC) and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00 am to 6.00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel', which can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQ+) and other students experiencing risk or vulnerability.



Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children Check, police records and reference checks to ensure that we are recruiting the right people.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was modified on 6 May 2026.