

## EAL Teacher

Division:	Education Services
Award and Classification:	Educational Services (Post-Secondary Education) Award 2010 Teachers and Tutor Level 5 to Level 12 Based on experience and qualifications

### Position Objective

The EAL Teacher is responsible for preparing and delivering classes focused on English as an Additional Language qualifications. The duties include course and session planning, preparation of teaching and learning resources, and assessment.

Reporting to the Training Manager, the EAL Teacher will deliver a range of teaching services, and ensure that students from diverse backgrounds are provided with the relevant support to enhance their learning experience and achievements, while maintaining compliance requirements and completion of administrative tasks.

### Part A: Organisation

#### Organisation, Vision, Purpose and Values

##### Our Organisation

Comm Unity Plus Services Ltd (operating as commUnity+) is a multidisciplinary organisation located in Melbourne's western suburbs, delivering a range of prevention and early intervention programs focused on informing and engaging with our community. This is achieved via high quality Adult Education, Legal Services (Brimbank Melton Community Legal Centre), our Neighbourhood House program and Children's Contact Service, as well as a range of community and individual development activities.

commUnity+ has grown from a small residents' action group in Deer Park to a large community-based organisation that delivers programs from multiple locations in the West, North-West and Inner Melbourne. Our Head Office is located in Deer Park.

commUnity+ is a company limited by guarantee and is a registered charity endorsed as a Deductible Gift Recipient with the Australian Charities and Not-for-profits Commission.

commUnity+ receives funding from local, state and Commonwealth government departments.

commUnity+ partners with private, community and government agencies to enhance our service delivery, including through allied services, and to increase access for our communities.

Our services are pivotal to building social capital and the agency of people living in Melbourne's western suburbs.

##### Our Vision

Everyone in the West has a safe place where they feel they belong and live the life they choose.

<b>Our Purpose</b>	
To support, strengthen and enable individuals and diverse communities in the West to flourish.	
<b>Our Values</b>	
Responsive	We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide.
Empowering	We will respect the strength of our communities and collaborate to deliver holistic services.
Accountable	We will be responsible and self-reflective. We will acknowledge and celebrate achievements.
Collaborative	We work well together and as one team for our community.
<b>Our Services</b>	
<ul style="list-style-type: none"> <li>• Employment, foundation, and settlement focused education and training programs.</li> <li>• Family services, including the Children's Contact Service and family support.</li> <li>• Legal services, including the Brimbank Melton Community Legal Centre.</li> <li>• Neighbourhood house.</li> <li>• Other community development and engagement initiatives and projects.</li> </ul>	

## Part B: Operational Context

Education Services
<p>commUnity+ is a respected education and training provider with a proud thirty (30) year history providing employment, foundation, and settlement focused education and training programs. We provide programs for diverse community members, regardless of background, based on personal needs and aspirations.</p> <p>commUnity+ is a Foundation Skills List Approved Provider, Learn Local, and Registered Training Organisation. We maintain several national, state, and local government education and training contracts.</p> <p>For more information, please visit the commUnity+ website <a href="http://www.comm-unityplus.org.au">www.comm-unityplus.org.au</a></p>

## Part C: Position Specifications

Relationships	
Division	Education Services

Programs	Adult Migrant English Program Skills for Education and Employment Skills First Training Pre-accredited programs Student welfare initiatives	
Location	The EAL Teacher would frequent all commUnity+ education portfolio sites, as required	
Line Manager	Training Manager	
Supports	<b>General Manager – Education</b>	
Internal Contacts	<ul style="list-style-type: none"><li>Administration team</li><li>Teachers</li></ul>	
External Contacts	Students accessing learning provided in any Education Programs	
Dimensions		
Staff / Volunteers Managed or Supervised	Direct	None
	Indirect	Presenters and volunteers, as required.

Key Accountabilities
<b>A. Teaching and Assessing</b> <b>B. New client assessment</b> <b>C. Compliance and Administration</b> <b>D. Health, Safety and Child Safety</b> <b>E. Legislation and Regulations</b> <b>F. Professional Development and Performance</b> <b>G. Other Duties</b>

Key Tasks
<b>A. Teaching and Assessing</b> <ul style="list-style-type: none"> <li>Prepare and deliver training and assessment services in accordance with Registered Training Organisation (RTO) procedures, VET Funding Contract <i>Skills First Program</i>, and Victorian Registration and Qualification Authority (VRQA) requirements.</li> <li>Manage, monitor and evaluate individual Training Plans using a consultative process.</li> </ul>

- Develop flexible teaching and learning strategies to teach and support students with barriers to learning.
- Maintain daily lesson plans, weekly and course program plans, and other relevant documentation to evidence the planning requirements.
- Deliver a range of curriculum units according to the mandated curriculums to achieve the required outcomes for clients.
- Prepare relevant teaching materials and resources to cater for the needs of the cultural and linguistic diversity of the learners.
- Ensure students are provided with the relevant support within the Education Programs and other programs to enhance their learning experience and achievements.
- Record client progress and attendance accurately and in a timely manner on required systems and files and keep these private and secure according to Data Protection and Privacy law and commUnity+ policy, procedures and practice.
- Conduct and document initial and ongoing client assessments using relevant assessment tools within the timelines according to the Training Assessment Strategy.
- Provide feedback and support to clients on the completion and verification of assessments according to commUnity+ policy.
- Monitor client progress throughout the course and adapt or modify assessment tools to suit the needs of individuals and learning groups to ensure positive outcomes.

#### **B. New client assessment**

- Assess prospective students by conducting Pre-Training Assessments (PTA), Initial Assessments (IA) and/or Pre-Training Reviews (PTR) according to funding bodies' and regulatory requirements.
- Complete PTAs/PTRs accurately and within required timeframes.
- Ensure maintenance of PTA/PTR Schedule, and report issues to the Training Manager.
- Prepare reports for the Training Manager and Operations Manager, according to reporting requirements and timelines.
- Assist in file preparation for verification and audits as required.

#### **C. Compliance and Administration**

- Complete a range of administration tasks including reporting and audit activities.
- Maintain assessment and training documentation according to Registered Training Organisation requirements.
- Record required information in data systems in a timely and accurate manner and in accordance with the requirements of Data Protection legislation, funding bodies, and related commUnity+ Policies, Procedures and Practices.
- Perform responsibilities and tasks in accordance with commUnity+ Policies and Procedures, funding bodies' contractual requirements, 'Victorian Registration and Qualification Authority Guidelines for VET Providers', and 'Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration.'
- Maintain a thorough understanding of relevant Program contract and guidelines.

- Complete other documentation and participate in audits and other compliance activities to ensure commUnity+ meets the obligations for registration and funding purposes as a Registered Training Organisation.
- Assist with student enquiries and student enrolments as required.
- Assist with validation and moderation of courses and programs as required.

#### **D. Health, Safety and Child Safety**

- Participate in and provide regular Criminal Records Checks and Working with Children Checks, uphold the law at all times, actively safeguard children and vulnerable adults in the workplace, report Child Safety breaches or client incidents to the Director of Education, and participate in any subsequent investigation.
- Comply with commUnity+ Health and Safety Policy, Procedures and Practices, safeguard the health and safety of clients and other worksite occupant, act as an Emergency Warden in accordance with commUnity+ Workplace Emergency Manual, and report any safety hazards, critical incidents or injuries.
- Maintain the security of the workplace, keep security doors and fire doors closed at all times unless otherwise instructed by an Emergency Warden, and report intruders.

#### **E. Legislation and Regulations**

- Actively maintain a good understanding of the legislated requirements and how to comply with the legal requirements in all the work, including legislation governing training and assessment activities.

#### **F. Performance Development and Performance**

- Maintain currency of professional knowledge by participating in training and professional development activities, whether onsite, offsite, online, or by webinar.
- Maintain the required qualifications necessary as according to the guidelines, curriculum and funding agreements.
- Each year, provide an updated Trainer Skills Matrix to commUnity+ to demonstrate continuity of adequate qualifications and professional development.
- Attend staff meetings and participate in additional learning activities as required.
- Participate in work planning, regular Supervision Meetings, and Performance Reviews with the relevant Training Manager, as required, and maintain adequate performance level and engagement.

#### **G. Other duties**

- Comply with legislative requirements.
- Demonstrate commUnity+ values.
- Ensure compliance with commUnity+ policies and procedures.
- Promote commUnity+ programs and services.
- Other duties as required.

## **Part D: Person Specification**

Key Selection Criteria	
Essential	<ul style="list-style-type: none"> <li>Minimum of two (2) years' teaching experience, with demonstrated ability to implement best practice in the delivery of nationally recognised training and assessment.</li> <li>Demonstrated experience and knowledge with the state-based English as an Additional Language Framework, guidelines and standards including the Victorian Registration and Qualifications Authority Guidelines for VET Providers and Australian Quality Training Framework.</li> <li>Highly developed and proficient teaching and assessing skills, including experience in client assessment, moderation, and validation.</li> <li>Demonstrated experience in delivering learning to students from culturally and linguistically diverse backgrounds, including clients with learning barriers.</li> <li>High level of verbal and written communication skills in English and proficiency in digital literacy and technology.</li> <li>Strong organisational and planning skills with high level of attention to detail, including self and time management skills.</li> <li>Experience and knowledge in conducting and reporting Pre-Training Reviews.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>Ability to deliver on commUnity+ sites in the North West and West Melbourne regions.</li> <li>Personal attributes including empathy, motivation, and passion.</li> <li>Willingness to teach across programs, including the Adult Migrant English Program, Pre-accredited programs, and Skills for Education and Employment.</li> </ul>

Qualifications	
Essential	<ul style="list-style-type: none"> <li>Bachelor's degree with Language Other Than English (LOTE) or Teaching English to Speakers of Other Languages (TESOL) specialisation or qualifications.</li> <li>Certificate IV in Training and Assessment including TAEASS502 'Design and Develop Assessment Tools' and TAELN441 or TAELN401A 'Address Adult Language, Literacy and Numeracy Skills'</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>Experience teaching in the community education sector.</li> </ul>

Other Requirements	
Essential	<ul style="list-style-type: none"> <li>Current Working with Children Check, and ongoing validity.</li> <li>Current Criminal Records Check, and ongoing validity.</li> </ul>

	<ul style="list-style-type: none"> <li>Current valid Victorian Drivers Licence. The position will require travel to attend other commUnity+ sites from time to time.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>N/A</li> </ul>

## Part E: Declaration

Declaration	
<p>My position description has been explained in detail and I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, I may be required to undertake other duties within my skills and experience. I hereby accept the accountabilities and authority as outlined.</p>	
Employee	Name ..... Signature ..... Date:    /    /
Manager	Name ..... Signature ..... Date:    /    /