

Approved by Operations Manager – June 2018

Position Title	Casual Teacher – EAL Programs
Position Reports to	Further Education & Compliance Manager
Employment Status	Casual Teacher
Days and Hours	Tuesday, Wednesday and Thursday from 9am -2pm Or Monday, Tuesday and Thursday from 1pm to 5pm Commencing Term 4 2018
Salary	Casual Teacher: \$45.00 per hour plus 9.50% employer contribution to superannuation Attractive salary packaging is available
Award	Neighbourhood House Collective Agreement 2016, Underpinned by Social, Community, Home Care and Disability Services Industry Award (SCHCADS). Classification: Tutors and Teachers; Teacher 3
Location	13A Wingate Avenue Ascot Vale 3032

Background Information

Wingate Avenue Community Centre (WACC) was established in 1985 on a public housing estate in Ascot Vale which is home to approximately 1,700 residents. The centre is managed by a voluntary Committee of Management and employs over 50 staff and 50+ volunteers. Wingate's mission is to enable positive community wellbeing with a focus on learning and social activities, especially for people who are experiencing disadvantage. We believe such a commitment will lead to improvement in quality of life and empowerment for the local community.

The centre is a Registered Training Organisation (RTO) and delivers a suite of programs including; nationally accredited training under the Skills First program; the Skills for Education & Employment Program (SEE), the Adult Migrant English Program (AMEP). WACC is also a Learn Local provider, Jobs Victoria provider and is funded by the Department of Health & Human Services to deliver social and recreational programs as part of the Neighbourhood House Coordination Program. Wingate is well recognised in the delivery of programs that create pathways to education and employment and has received a number of awards and accolades in recent years. The centre is also a licensed Occasional Care provider with onsite facilities for up to 19 children and has recently constructed a Men's Shed.

WACC has been successful in growing its services in the local community and is highly regarded by all stakeholders including Local, State and Federal government. In 2012 Wingate was successful in attaining DGR status (Deductible Gift Recipient status) under the Public Benevolent Institution classification to allow donations towards the centre from philanthropic trusts. This classification also allows a tax deduction.

Position Description – Casual Teacher – ESL Programs

Dates, hours and days of work

Position 1: Tuesday, Wednesday, Thursday 9am – 2pm

Position 2: Monday, Tuesday, Thursday 1 – 5pm.

Teaching: Certificate II in EAL (Access). Skills First, SEE and AMEP classes

Commencing October - Term 4

A Casual employee means an employee who is engaged intermittently for work of an unexpected or casual nature and as such there is no expectation of any further employment at the expiration of the contract.

While it is expected that employment will be available for the above period, it should be noted that casual employment may be terminated at any time when there is no work to be performed.

Salary package

Casual Teaching: \$45.00 per hour plus 9.5% employer contribution to superannuation.

Conditions of employment

The terms and conditions of employment are those applying under the Neighbourhood Houses and Adult Education Centres Collective Agreement 2016 underpinned by the SCHADS award.

This role will be based off site and will require the casual teacher to liaise with centre management on a regular basis.

Position Purpose

The position will contribute to achieving the vision and goals of the Wingate Avenue Community Centre. The Casual Teacher will undertake work as required across a variety of adult education programs working within a community development framework to ensure vibrant and achievable programs and services for the community.

Reporting Relationships and Accountability

The Casual teacher reports to the Further Education & Compliance Manager and will liaise with the Centre Management on the day-to-day running of programs and services.

All staff are required to take responsibility for a safe and healthy work environment, and display a commitment to equal opportunity and promote a workplace free from discrimination and harassment.

Position duties

Course design and planning

- Design training to meet the minimum service level agreements.
- Prepare training and session plans to enable efficient and effective course delivery ensuring all WACC training policies and procedures are adhered to.
- Ensure all training and session plans meet the minimum requirements of individual units of competency.
- Ensure training and session plans are filed for future use and are accessible to other teachers.

Course delivery

- Deliver training in line with WACC training policies and procedures
- Ensure all learning materials are customized to suit a range of students.
- Ensure the needs of learners are met and employ a range of teaching techniques to cover course topics.
- Ensure a positive learning environment is maintained.
- Comply with all aspects of the program delivery contract

- Undertake client assessments against the ACSF as per SEE and AMEP contracts. A client must not be asked to participate in any element of the progressive assessment outside of the class time
- Record attendance and complete teacher delivery details for each lesson.

Course records and student progress

- Maintain accurate records of student progress and assessment in accordance with the compliance requirements of individual programs
- Ensure student records comply with required quality standards.
- Ensure all student records are stored appropriately to ensure confidentiality.

Participate in assessment validation and moderation.

- Assist the education team to ensure assessment validation is carried out in accordance with requirement of the training package.

Pre Training Assessments (PTA)

- Ability to conduct pre training assessment for SEE (Skills for Education and Employment) and AMEP students and Pre Training Reviews with Skills First students

Other duties

- Complete additional duties as required by the Further Education & Compliance Manager and Education Manager

Key Selection Criteria

Required

- Certificate IV in Training and Assessment (TAE40110)
- Bachelor of Education with a TESOL major or equivalent which includes a practicum of at least 60 hrs or
- A Bachelor of Education, Master of Education or Master of Teaching with TESOL as a method (includes a practicum).
- Demonstrated experience in using a range of teaching and assessment strategies which are appropriate to a diverse student population.
- Understanding of and willingness to comply with Australian Qualifications Training Framework requirements.
- Ability to conduct PTA's for SEE, AMEP and Skills First students.
- Excellent communication, interpersonal and team skills.

Desirable but not essential

- Experience working in a similar role and/or understanding of the neighbourhood house sector
- An understanding of the philosophy underpinning community organisations
- Current driver's licence and own vehicle
- Current Working with Children Check

How to apply

- Please carefully read the position description
- Applications should include a resume, covering letter, addressing the key selection criteria within the cover letter.
- Please send completed applications to tracy.mc@wingateave.com.au
- If you require further information please contact Tracy McIver, Further Education & Compliance Manager on (03) 9376 5244.
- Only successful candidates will be contacted.

All offers of employment will be made subject to satisfactory completion of employment checks including evidence of right to work in Australia and a National Police Check