



**Approved by General Manager – November 2018**

<b>Position Title</b>	Teacher – EAL
<b>Position Reports to</b>	Education Manager
<b>Employment Status</b>	Teacher (school terms only) 40 weeks plus 4 weeks paid annual leave pro rata
<b>Days and Hours</b>	Monday – Friday (commencing 29 <sup>th</sup> January 2019) 38hrs per week - 24hrs Face to face teaching (School Terms Only)
<b>Salary</b>	Package range dependant on experience \$49,203 - \$58,500 per annum including 9.50% employer contribution to superannuation (40wks+AL) Attractive salary packaging available to reduce your tax contributions (up to \$15,886 pa salary sacrifice and \$5,000 meals and entertainment) as per ATO regulations)
<b>Award</b>	Neighbourhood House Collective Agreement 2016, Underpinned by Social, Community, Home Care and Disability Services Industry Award (SCHCADS). Classification: Teachers 2 or 3
<b>Location</b>	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 – Full-time (school terms only) – EAL Programs**

### **Days of work**

Monday – Friday – Total of 24 face to face teaching + PTA's

Teaching Certificates in EAL (Access). SEE and AMEP class and Skills First

### **Salary package**

Full-time Teaching: \$49,203 - \$58,500 per annum dependant on experience including 9.50% employer contribution to superannuation. (salary packaging \$15,886 and \$5,000 meals and entertainment)

**Conditions of employment** This position has holiday and sick leave as per the terms and conditions of employment under the Neighbourhood Houses and Adult Education Centres Collective Agreement 2016 underpinned by the SCHADS award.

### **Position Purpose**

The position will contribute to achieving the vision and goals of the Wingate Avenue Community Centre. The 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 teacher reports to the Education 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 curriculum and 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)**

- Maintain accurate records of student 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 post graduate qualification in TESOL which includes a practicum of at least 60 hrs or
- 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.
- Ability to work as a Team.

##### **Desirable but not essential**

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

#### **How to apply – Position commences Late January 2019.**

- Please carefully read the position description
- Accepting applications now till 21<sup>st</sup> December 2018. Applications should include a resume and letter. Please address the key selection criteria within the cover letter.
- Please send completed applications to [Education@wingateave.com.au](mailto:Education@wingateave.com.au)
- If you require further information please contact Fiona Koetsier Education 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.***