



Position Description

Teacher

The Position

The English as an Additional Language (EAL) Teacher will deliver excellence in teaching and learning to adult community members living in the Ascot Vale and surrounding area, with a priority for people experiencing disadvantage or vulnerabilities. Prepared with a strong knowledge of their content areas, strong pedagogy strategies, and formative assessment approaches, the EAL Teacher will create learning environments that engage and motivate adult learners. By improving adult learner's engagement with EAL education, the EAL Teacher will be supporting students to improve their English skills in order to achieve their personal and learning goals.

Employment Conditions

Employer	Wingate Avenue Community Centre
Reports To	Vocational Education and Training (VET) Manager
Work Type	To Be Confirmed in Letter of Offer
Hours	To Be Confirmed in Letter of Offer
Award	Neighbourhood Houses and Adult Community Education Centres Agreement 2016
Classification	To Be Confirmed in Letter of Offer
Sector	Not for Profit
Location	13a Wingate Avenue, Ascot Vale; 125 Union Road, Ascot Vale; and 132 Keilor Road, Essendon

The Workplace

Wingate Avenue Community Centre (WACC) was established in 1985 and is a busy, vibrant community-managed neighbourhood house, based on a state government housing estate in Ascot Vale. The centre is a not for profit, incorporated association governed by a Committee of Management, made up of local community members that provide the governance structure and strategic direction for the centre's management.

WACC provides multiple place-based services at the centre, including occasional childcare, accredited and non-accredited courses and education programs, employment support services, community programs and activities, as well as co-located services including Moonee Valley Legal Service, maternal child health, ISIS drug and alcohol support services, and a community garden. The centre facilities includes two computer labs, a commercial kitchen, a recently renovated 19 place childcare centre, five training rooms and a community shed. WACC also has two hub locations, at 125 Union Road, Ascot Vale and 132 Keilor Road Essendon where classes and employment support services are also provided.

The centre believes that providing education courses is an integral part of a whole-of-centre approach to supporting individuals to overcome disadvantage, in order to improve their quality of life, in ways that they chose. WACC strives to achieve this by providing education courses that are relevant to our community, are accessible, and of outstanding quality. The centre is a registered training organisation that delivers non-accredited and accredited courses, including Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE), Skills First and Adult Community & Further Education (ACFE).

Position Goal

The EAL Teacher will deliver quality language, literacy and numeracy education programs. The EAL Teacher will:

- Create and maintain a classroom environment that promotes differentiated learning and values cultural and linguistic diversity.
- Deliver course content and assessments in accordance with Vocational Education Training (VET) accredited course requirements, and meet AMEP, SEE and Skills First contract obligations.
- Maintain learning resources, teacher and learner records, and any other documentation that may be required under the vocational education and training quality framework.
- Deliver training services in accordance with the centre's mission and values.
- Deliver training services in accordance with the centre's aims and objectives, as described in the Strategic Plan.

Role and Responsibilities

The EAL Teacher is responsible for performing significant, regular administration and consultation in association with each contact hour of delivery. This includes:

1. Course design and planning:
 - Design training to meet the specifications of the curriculum of the non-accredited/accredited course.
 - Prepare training plans, unit plans and daily notes to enable high quality course delivery.
 - Ensure all training and unit plans meet the minimum requirements of individual units of competency.
 - Ensure training and unit plans are filed for future use and are accessible to other teachers.
2. Course delivery:
 - Ensure all learning materials are customized to suit a range of students.
 - Employ a range of teaching techniques to cover course topics, including group work, blended learning and regular feedback, ensuring the needs of learners are met.
 - Conduct student assessments required against the curriculum and ACSF, within required timeframes.
 - Maintain daily records, including attendance rolls and teacher delivery details for each lesson.
 - Deliver training in line with WACC training policies and procedures.
3. Course records and student progress:
 - Maintain accurate records of student progress and assessments, in accordance with the compliance requirements of the centre and individual programs (AMEP, SEE and Skills First).
 - Maintain student records in accordance with Victorian Registration and Qualifications Authority (VRQA) and Australian Qualifications Framework (AQF) quality standards.
 - Store all student records appropriately, to ensure confidentiality
4. Assessment validation and moderation:
 - Actively participate in education team workshops and meetings to ensure assessment validation is carried out in accordance with the requirements of the VET accredited course.
5. Quality and compliance:
 - Adhere to the centre's policies and procedures.
 - Foster positive staff relationships and promote a supportive working environment.
 - Contribute to staff meetings and information sharing sessions.
 - Participate in regular professional development activities to maintain current knowledge and skills in vocational training and learning.

Qualifications Requirement

Is **qualified** and engaged to deliver instruction in subjects which are accredited under the Australian Qualifications Framework (AQF) and or courses which are accredited under the AQF, and/or a qualification or statement of attainment under the Australian Recognition Framework (ARF). More specifically:

- **Teacher 1: TESOL courses**
A teacher with a degree or diploma (three years minimum) plus a recognised TESOL certificate; or a degree or diploma (three year minimum) including LOTE/TESOL method.
- **Teacher 2: TESOL courses**
A teacher having a degree and diploma of education or equivalent, plus a recognised TESOL certificate; or a degree and diploma including LOTE/TESOL method.
- **Teacher 3: TESOL courses**
A teacher having a degree and diploma of education or equivalent and either a diploma in TESOL (e.g. Dip SRA, Grad Dip TESOL); postgraduate diploma in applied linguistics, languages other than English (LOTE), or multicultural education.

Has recognised experience in the industry. The following experience is taken into account and recognised as relevant experience when determining the increment level:

- a) Full-time TESOL teaching to adults or secondary students in schools or equivalent in Australia to classes of not less than five students;
- b) Other full-time teaching, including in other languages, credited at a rate of one year of experience for each two years of such teaching, to a maximum of three years;
- c) Part-time experience will be recognised on a pro-rata basis; and
- d) Where the teacher has worked for less than a full year, they will be accredited with experience in the proportion that the weeks worked over the 12-month period bears to the number of weeks normally required of a full-time teacher at the same institution.

Skills Requirement

Strong Communication Skills: The EAL Teacher must have excellent communication skills to ensure successful education outcomes for students. These include:

- The ability to **actively listen** and absorb what others are saying, in order to respond appropriately.
- Awareness of **non-verbal communication**, such as body language, eye contact, hand gestures, tone of voice, and colour of the message you are trying to convey.
- The ability to **convey your message** clearly and directly to students and colleagues, in a way that can be understood by the other party.
- Ability to be flexible and have an **open-mind** when talking with others, in order to understand the other's point of view.

Excellent Instructional Skills: The EAL Teacher will be required to explain concepts and activities to people with low English literacy and numeracy skills in a manner they can understand.

Strong Interpersonal Skills: The EAL Teacher works closely with students and colleagues, and must be able to work well with others and develop good relationships to ensure the best quality education is provided.

- **Friendly** approach to students and colleagues, in order to build strong relationships.
- Ability to understand what the other person is thinking and feeling in order to **empathise** with others and build rapport.
- **Respect** for colleagues, parents and children.

Adaptability: EAL students come from a variety of cultural backgrounds. To achieve excellent education outcomes for all students, the EAL Teacher will be required to employ differentiated learning techniques as needed.