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## POSITION DESCRIPTION

<b>POSITIONS</b>	EAL Teacher
<b>PROGRAM</b>	English as an Additional Language (Certificate II in EAL)
<b>EMPLOYER</b>	PRACE – Board of Management
<b>RESPONSIBLE TO</b>	Education Manager & EAL Senior Educators
<b>LOCATION</b>	Merrilands Community Centre, 35 Sturdee Street
<b>CLASSIFICATION:</b>	Teacher 2, increment dependent on years of relevant* experience.
<b>QUALIFICATION/S &amp; RELEVANT EXPERIENCE:</b>	Post graduate TESOL qualification which includes at least 100 contact hours of TESOL method and a practicum of at least 60 hours; <b>AND</b>  Certificate IV in Training and Assessment (TAE)
<b>CONDITIONS:</b>	Sessional* - 1 year fixed term  Teaching 15 hours on Wednesday, Thursday and Friday 9.15 to 2.45pm. Plus 7.5 hours paid teaching related administration.  Attend paid staff meetings fortnightly – Tuesdays 3.45pm to 5.15pm  Hourly rate \$27.31 to \$32.42 depending on increment* (for 22.5 hours per week) <b>PLUS pro rata annual leave and personal leave. Salary Packaging available.</b>  Hours must be worked during school terms as determined by the Victorian Government School Terms.  Police check (mandatory)  Working with Children's check (mandatory)  Certificate in First aid (desirable)  6-month probation  For all other conditions, refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016.

\* As defined by the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016

## ORGANISATIONAL VISION

PRACE strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences. We aim to encourage the concept of lifelong learning and recognise the life experiences that all people bring to the organisation. PRACE will support and advocate on behalf of the community to ensure equitable access to resources and services that will work to strengthen the capacity of all people to participate fully in their community

## ORGANISATIONAL MISSION

To provide accessible adult education opportunities that support people to learn and share, to participate and grow, and to engage in the life-long adventure of learning and participation.

## ORGANISATIONAL CONTEXT

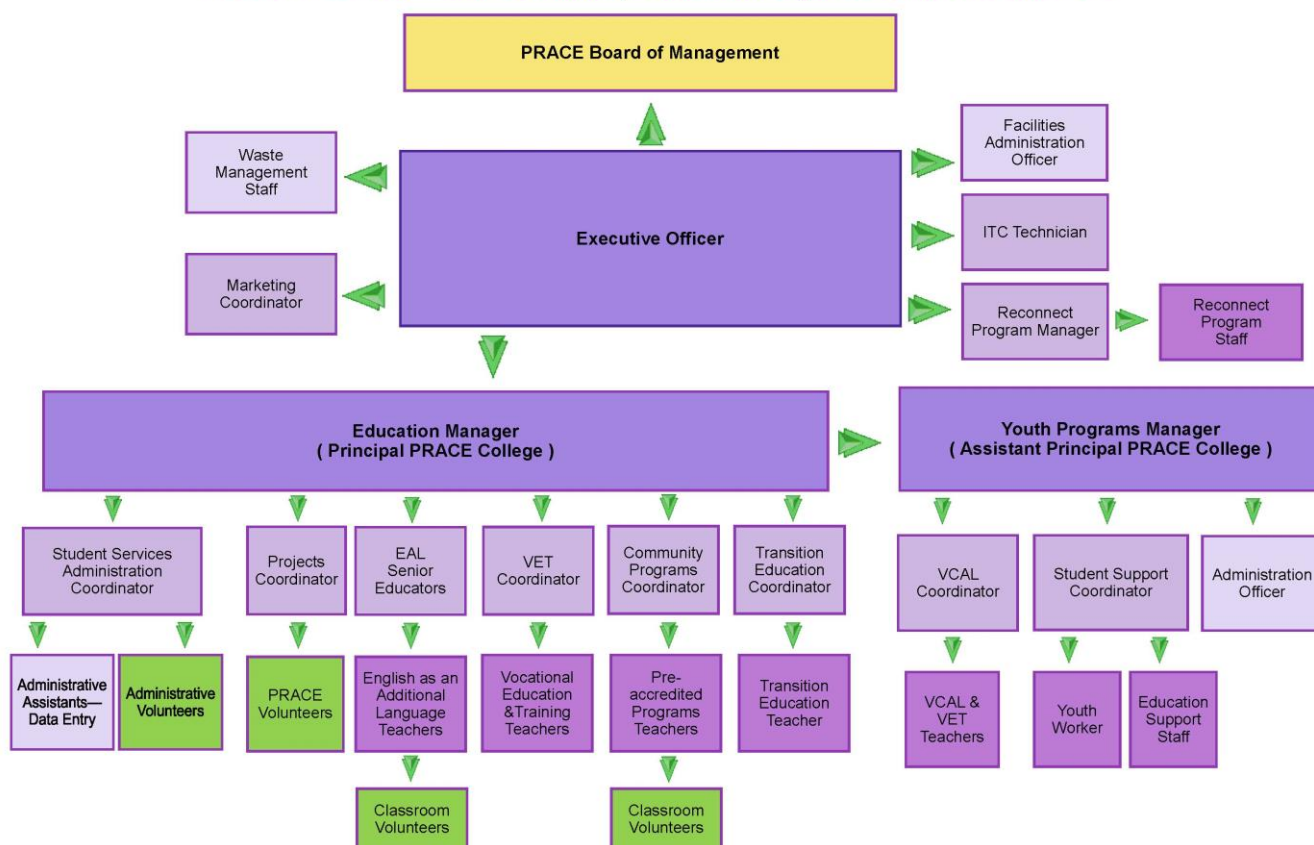
Preston Reservoir Adult Community Education (PRACE) has over 20 years experience providing innovative and high quality Adult Community Education (ACE) programs. Over this period PRACE has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments.

PRACE currently is a:

- Learn Local provider - delivering adult education and training programs through ACFE;
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- Independent School

PRACE also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 30 community groups who access the Centre. The PRACE program, both education and community development across a range of other community venues across Darebin.

**Preston Reservoir Adult Community Education Organisational Structure 2018**



## POSITION SUMMARY

You will be responsible for delivering an accredited EAL curriculum (CSWE or Certificates in EAL) to one or more particular classes. As well as classroom delivery part of your role will be to complete a range of set administrative tasks that enable students to receive a qualification and for PRACE to meet funding and audit requirements. Conducting SEE initial assessment interviews and/or other scheduled duties related to the EAL Program may also be included in the position. The EAL Program is made up of a team of teachers who meet regularly to discuss program and curriculum development, innovation and requirements.

## **JOB COMPLEXITY**

PRACE is an Adult Community Education provider in the North Western Metropolitan Region of Melbourne with classes offered across a range of sites within the Darebin area. As an EAL teacher you will work closely with other teaching staff within the EAL program and take direction from EAL Senior Educators, and will ultimately report to the Education Manager. We receive funding from a range of sources for our delivery and this includes Adult Community and Further Education (ACFE), Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE) and Skills First funding. This position must complete a range of PRACE administrative requirements to meet the contractual obligations of these funding bodies.

## **KEY RESPONSIBILITIES & DUTIES**

### **Teaching & Assessment**

- Have the content knowledge and pedagogical practice to teach English as an additional language
- Model exemplary classroom practice and engage in critical reflection of your practice
- Develop and document syllabus, prepare and deliver lessons based on the students learning needs and goals, referencing to accredited curriculum, current theories of language acquisition and adult learning principles.
- Prepare and deliver lessons that are flexible and inclusive of all students learning styles, needs and goals.
- Implement effective student management consistent with the PRACE's policies, procedures and values.
- Develop and/or source assessment tasks that meet accredited curriculum, AQTF and VRQA requirements, as well as PRACE policies and procedures.
- Employ assessment practices and strategies that ensure students are given the opportunity within class to achieve assessment tasks that meet accredited curriculum requirements.
- Participate in combined planning of curriculum, staff meetings and work collaboratively with the EAL team, other PRACE teachers, administration and support staff.

### **Administration & Compliance**

- Complete employment, student and program administrative requirements within given timeframes and assist the PRACE EAL Senior Educators in meeting SEE, AMEP and Skills First contractual obligations.
- Monitor and record student progress, established through a range of assessment practices ensuring students are given the opportunity within class to achieve credentials under the accredited curriculum in which the students are enrolled and in accordance with the qualification and relevant funding body requirements.
- Monitor student attendance on a daily basis, communicating with administration staff as necessary.

### **Student Support**

- Communicate with Senior Educators, admin staff and/or the Education Manager staff regarding student welfare needs and refer students to support as necessary.
- Establish professional, caring teacher-student relationships that engender student learning
- Develop strategies to enhance student learning, particularly with regard to students who need additional support to achieve accredited curriculum learning outcomes.
- Apply special provision and reasonable adjustment in assessment in line with PRACE procedures.

## General

- Support PRACE safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Ensure continued familiarity with PRACE policies, procedures and Strategic Plan as relevant to position
- Work in concert with all PRACE staff to realise PRACE's values, mission, vision and PRACE's College's school philosophy
- Maintain and develop one's own professional capability as expert teaching practitioner as related to EAL service delivery.

***The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.***

## SELECTION CRITERIA

### Essential:

1. A formal pre-service teaching qualification plus an appropriate post graduate TESOL qualification which includes at least 100 contact hours of TESOL method and a practicum of at least 60 hours; **AND** Certificate IV in Training and Assessment (TAE)
2. Demonstrated experience with, and understanding of, issues facing people from culturally and linguistically diverse backgrounds
3. Demonstrated experience in delivering the accredited EAL curriculum in a community setting or TAFE (please describe your experience teaching each level you wish to apply for)
4. Demonstrated ability to follow complex administrative systems and meet deadlines

### Desirable:

5. Demonstrated ability to use and integrate e-learning into the language classroom

## OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

### Employees must:

- comply with the PRACE OH&S Policies and Procedures
- adopt work practices that support health and safety in the workplace
- take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- cooperate with PRACE in relation to activities taken by PRACE to comply with Occupational, Health and Safety and environmental legislation

### **Supervisors are responsible for:**

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant health and safety information in an appropriate manner
- providing adequate supervision through technical guidance and support
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

### **The organisation has a responsibility to:**

- provide a work environment which meets OH&S legislative requirements
- regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

### **EQUITY AND DIVERSITY**

PRACE is committed to equal opportunity in education, employment and welfare for staff and students.

PRACE and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

### **GOVERNANCE**

PRACE is governed by a Board of Management with strong representation for all key operational areas.

PRACE's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board of Management is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board of Management.

As a fixed term sessional teacher with Preston Reservoir Adult Community Education, I agree to undertake the above duties and at all times to operate within PRACE Policies and Procedures

### **TO APPLY**

Please address Selection Criteria and email to Libby Barker, Education Manager at [libby@prace.vic.edu.au](mailto:libby@prace.vic.edu.au)

Applications close: **5.00pm Tuesday 15th January, 2019**