

POSITION DETAILS

Prace is seeking an experienced, dedicated teacher for a Course in EAL class.

You will be part of a committed team passionate about delivering dynamic, responsive and innovative EAL courses that will strengthen the capacity of all people to participate fully in further education, work and their community.

- Small class sizes
- Supportive teaching and administration team
- Salary packaging available.

SALARY	<p>Rate: \$30.42 to \$38.54 depending on years of teaching experience</p> <p><u>Please note teachers are paid 7.5 hours per day i.e. 5 hours of teaching and 2.5 for teaching related administration.</u></p> <p>In addition:</p> <ul style="list-style-type: none"> • Annual leave accrued on all paid hours • Personal leave accrued on all paid hours • 11% superannuation • 17.5% annual leave loading <p>Salary packaging available.</p>						
TYPE OF EMPLOYMENT	Fixed Term Sessional						
DATES	<p>Position Commencement:24.01.2024</p> <p>Position End 13.12.2024</p> <p>Teaching Commencement 31.01.2024</p> <p>Teaching End: 13.12.2024</p>						
HOURS PER WEEK	<p>22.5 hours - 40 weeks per year (in Victorian School Terms only):</p> <ul style="list-style-type: none"> • 15 hours teaching • 7.5 teaching associated administration <p>Meetings scheduled by Prace are paid in addition to the above hours</p>						
ORDINARY HOURS of DUTY	<p>Teaching Days</p> <table border="1"> <tr> <td>Wednesday</td> <td>9:15 am - 2:45 pm</td> </tr> <tr> <td>Thursdays</td> <td>9:15 am - 2:45 pm</td> </tr> <tr> <td>Fridays</td> <td>9:15 am - 2:45 pm</td> </tr> </table> <p>Hours include a 30-minute unpaid lunch break.</p> <p>Ordinary hours for teaching, meeting and administration &/or support: 8.00 am to 6.00 pm Monday to Friday.</p>	Wednesday	9:15 am - 2:45 pm	Thursdays	9:15 am - 2:45 pm	Fridays	9:15 am - 2:45 pm
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	<p>Teaching-associated Administration</p> <p>Teaching staff may choose to complete administration tasks outside of these hours to accommodate other commitments. Where this occurs, these hours are still classified as ordinary hours.</p>
LOCATION	Merrilands Community Centre, 35 Sturdee Street, Reservoir
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. Demonstrated skills in contextualised and innovative LLN teaching including embedding settlement topics and employability skills 2. Demonstrated ability in course planning that takes into account <ol style="list-style-type: none"> i. requirements of the Certificate/s in EAL, ii. current theories of language acquisition and TESOL teaching strategies iii. adult learning principles 3. Demonstrated skills in analysis of individual learner needs and the ability to adapt lessons to meet those needs 4. Demonstrated active contribution to program/course compliance and continuous improvement. 5. Demonstrated ability to adhere to complex administrative systems and meet deadlines 6. High level interpersonal and communication skills with a demonstrated ability to work effectively within a team of teachers and/or PTA/IA assessors, administration and leadership <p>Desirable</p> <ol style="list-style-type: none"> 1. Experience teaching Course in EAL
HOW TO APPLY	<p>Application Close 11.59pm Sunday 7th of January, 2024</p> <p>Submit your resume and addressed selection criteria to libby@prace.vic.edu.au</p>
ABOUT Prace	<p>Equity and Diversity</p> <p>Prace understands the importance of diversity and inclusion. We recognise that everyone has the right to an equitable, safe and productive environment and to be treated with dignity and respect. We welcome applications from all people regardless of age, gender, ethnicity, cultural background, disability or sexual orientation. Aboriginal and Torres Strait Islander people are encouraged to apply.</p> <p>Child Safe – Statement of Commitment</p>

Prace prides itself on being a child safe organisation with zero tolerance for child abuse. We recognise our legal and moral responsibilities to keep children and young people safe from harm.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- • engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

View Prace's Child Safety Code of Conduct [here](#)

Safety Screening

As part of Prace's employment processes, applicants (not currently employed with Prace) will be required to undergo a pre-employment safety screening process including but not limited to, the following checks: National Police Check, Victorian Employee Working with Children Check, sighting of current and valid Driver's Licence. All costs associated with safety screening will be at the employees expense.

POSITION DESCRIPTION

POSITIONS	EAL Teacher
PROGRAM	English as an Additional Language
EMPLOYER	Prace
RESPONSIBLE TO	Education & Business Operations Manager & EAL Senior Educators
LOCATION	Refer to Contract of Employment
CLASSIFICATION:	Teacher 2, increment dependent on years of relevant* experience.
QUALIFICATION/S & RELEVANT EXPERIENCE:	<ul style="list-style-type: none">• An appropriate qualification that includes a supervised teaching practicum in TESOL such as<ul style="list-style-type: none">○ A four-year Bachelor of Education, with TESOL as a method○ An undergraduate bachelor degree plus a postgraduate TESOL qualification at AQF8 or above, such as:<ul style="list-style-type: none">○ Graduate Certificate in Education (TESOL)○ Graduate Certificate in TESOL○ Graduate Diploma in TESOL○ Graduate Diploma of Education with a TESOL method○ Master of TESOL/Master of Applied Linguistics/Master of Arts (TESOL)○ Master of Teaching with a TESOL method <p>The supervised teaching practicum must involve at least 60 hours of class observation and supervised classroom teaching in TESOL with no fewer than 25 hours of supervised teaching; AND</p> <ul style="list-style-type: none">• Certificate IV in Training and Assessment TAE40116 or successor; or TAE40110 plus (or including) TAELLN401A / TAELLN411 and TAEASS502 / A / B.• At least 2 years' experience teaching, preferably to EAL to learners
OTHER REQUIREMENT:	Hours must be worked during school terms as determined by the Victorian Government School Terms. Salary Packaging available. Satisfactory National Police Records Check (essential)** VIT or Working With Children's Check (essential) Certificate in First aid (desirable) 6-month probation** For all other conditions, refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions.

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

**Not applicable for staff employed in the previous year with Prace

ORGANISATIONAL VISION

Changing lives through education

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

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.

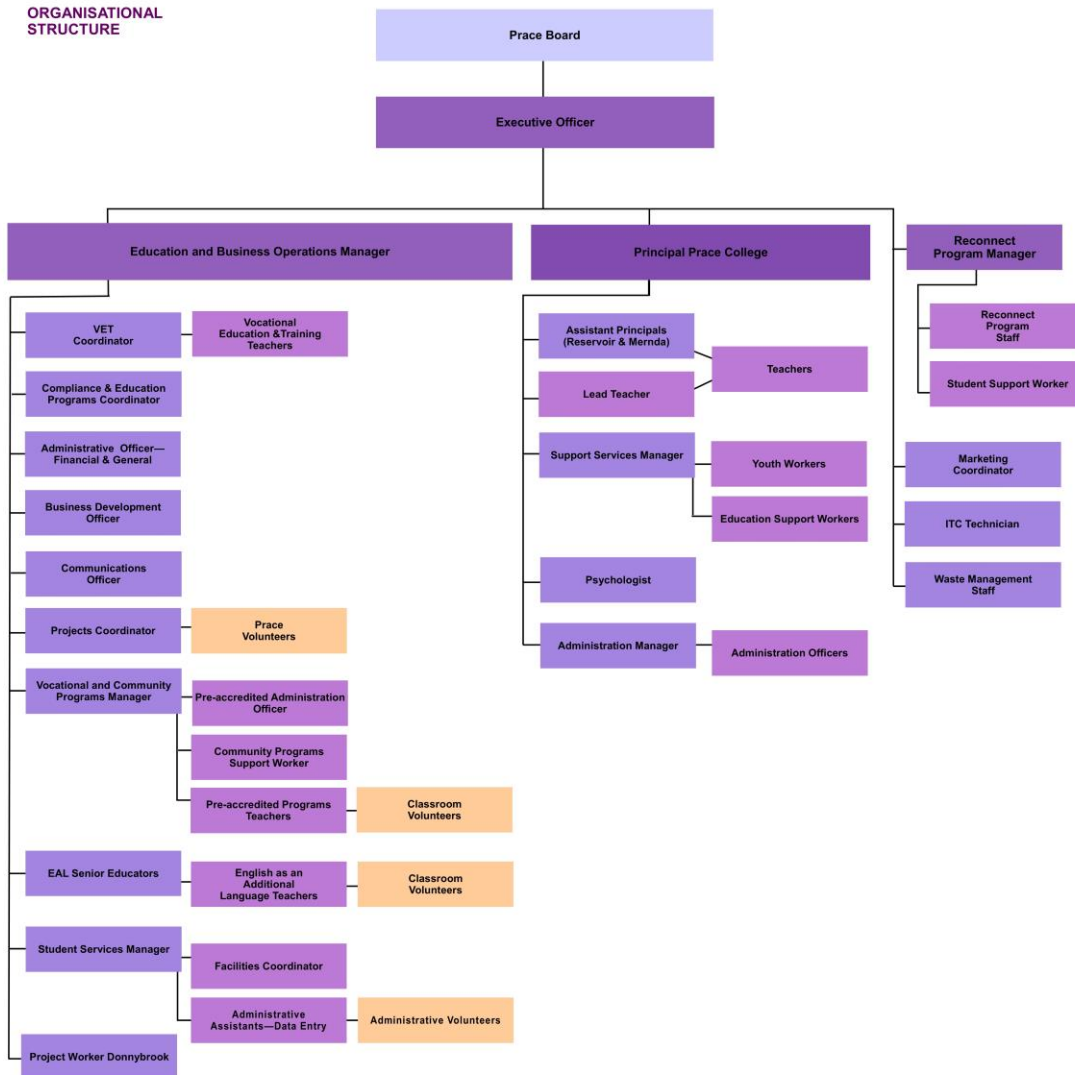
Prace currently is a:

- 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 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace managed sites, Merrilands Community Centre and Prace Mernda Campus, as well as in a range of other community venues within the Northern growth corridor of Melbourne.



ORGANISATIONAL STRUCTURE



POSITION SUMMARY

You will be responsible for delivering an accredited EAL curriculum (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 Northern Metropolitan 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

- Prepare a high-quality course, as well as individual lessons that take into consideration
 - requirements of the Certificate/s in EAL,
 - current theories of language acquisition and TESOL teaching strategies
 - best practice in face-to face and online (where appropriate) delivery modes
 - adult learning principles
- Model exemplary classroom delivery strategies and engage in critical reflection of your practice.
- 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.

Online teaching (where required)

- Develop and revise course documents and activities for delivery via video conferencing software and/or Prace approved Learning Management System (LMS)
- Deliver lessons via video conferencing software such as Zoom, Skype or Google Meet
- Communicate appropriately with students in one-on-one and groups using video conferencing and other web-based communication tools
- Provide students with basic technical support services, recognising which issues should be forwarded for administration support or to technical support teams

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.
- Contribute to organisation's commitment to providing child safe environment
- 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, and where relevant online teaching practice.

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. Demonstrated skills in contextualised and innovative LLN teaching including embedding settlement topics and employability skills
2. Demonstrated ability in course planning that takes into account
 - i. requirements of the Certificate/s in EAL,
 - ii. current theories of language acquisition and TESOL teaching strategies
 - iii. adult learning principles
3. Demonstrated skills in analysis of individual learner needs and the ability to adapt lessons to meet those needs
4. Demonstrated active contribution to program/course compliance and continuous improvement.
5. Demonstrated ability to adhere to complex administrative systems and meet deadlines
6. High level interpersonal and communication skills with a demonstrated ability to work effectively within a team of teachers and/or PTA/IA assessors, administration and leadership

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 workplace
- 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

CHILD SAFETY

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

GOVERNANCE

Prace is governed by a Board 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 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.