

# Wyndham Community and Education Centre Inc

## Job Description

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### Language, Literacy & Numeracy Coordinator

#### Job Description

#### General Information

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|-----------------|---|
| Incumbent:      |   |
| Classification: | Educational Services Award 2010 – General Staff Level 5.1 (Above Award) |
| Reports to:     | Education Manager   |
| Hours:          | 30.4 hours per week   |
| Core hours:     | 9am-5:06 pm, Mon – Thurs (tbc)  |
| Duration:       | On-going  |

#### Position objective

Responsible for the coordination of language, literacy & numeracy programs including those funded under the Skills First – VET Contract and Skills for Education & Employment (SEE).

The Language, Literacy & Numeracy Coordinator (LLN Coordinator) leads a team of teachers to ensure the effective and efficient delivery of the above programs.

The LLN Coordinator participates with the Education Manager and other training services staff to regularly review the performance of LLN programs.

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### **Duties & responsibilities**

#### *1 Organisational planning*

- 1.1 Liaise with Education Manager to achieve the goals of the strategic plan.
- 1.2 Implement the LLN activities from the TSU Operational Plan as directed by the Education Manager.

#### *2 Business development/marketing and promotion*

- 2.1 Assist the Education Manager, as required, with planning and preparation of submissions and funding applications for LLN programs.
- 2.2 In consultation with the Education Manager assist with the marketing and promotion of LLN programs.

#### *3 Program delivery and expertise*

- 3.1 Coordinate the planning of LLN programs, including:
  - Work with the Education Manager to schedule courses and teachers/trainers, including development of term timetables.
  - Oversee enrolment and placement of prospective students.
  - Development and implementation of Course Outlines for accredited courses.
  - Monitor and review teacher and trainer Course Outlines throughout the year.
  - Participate in TSU planning meetings, as required.
  - As required, provide input into the development and implementation of EAL Frameworks curriculum/assessment, CGEA curriculum/assessment & ACSF assessment.

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3.3 Coordinate the delivery and assessment of LLN courses, including:

- Monitor student attendance records and follow up absences.
- Monitor ongoing delivery of courses and assist the Education Manager to solve any issues or problems as they arise.
- Ensure teachers keep accurate training records to ensure all funding agreements and regulatory requirements are met.
- Monitor EAL and CGEA student assessment across LLN courses.
- Together with the Education Manager, organise general teacher meetings.
- Working with the ACSF Quality Leader, attend and provide input into moderation and validation meetings.
- Working with the ACSF Quality Leader and the Curriculum & Learning Development Coordinator provide input into the development of professional development activities for all teachers delivering the EAL Framework and reporting against ACSF.

3.4 Assist the Education Manager with ongoing continuous improvement processes including the coordination of course evaluation and feedback from teachers.

3.5 Maintain industry currency including conducting classroom teaching and assessment, as negotiated.

#### 4 *Reporting*

4.1 At scheduled meetings, ensure a monthly report is provided detailing program delivery activities to the Education Manager including

- Program numbers
- Student completions and outcomes
- Student exits and withdrawals
- Planned, changed or cancelled courses
- SEE Program rolls.

4.2 Together with the Education Manager and the compliance and reporting administrators ensure all data collection and entry related to aXcelerate, AVETMISS, CCOS, DET, and SEE is collected and entered in a timely manner.

4.3 Attend and report to monthly TSU compliance and reporting, and operational meetings.

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#### 5 *Coordinate staff and volunteers*

##### 5.1 Coordinate service unit staff including:

- Assist the Education Manager with the induction and/or orientation of teachers and trainers to LLN courses.
- Mentor new teachers delivering EAL Frameworks, and reporting against the ACSF, by contributing to their training and development.
- Assist the Education Manager to maintain teacher and trainer files, including the collection of PD logs, Staff Matrices and CVs in July and December.

##### 5.2 Complete performance appraisals for LLN program teachers.

##### 5.3 Induct, coordinate and supervise volunteers to work in LLN courses.

#### 6 *External Relationship*

##### 6.1 Represent Wyndham CEC in LfE consortium

##### 6.2 Represent Wyndham CEC in established networks including

- Think West Coordinator network
- WHN – Event working group

##### 6.3 Liaise with jobactive providers, DHS-Centrelink staff and other relevant stakeholders in relation to courses delivered.

#### 7 *Risk and Compliance*

##### 7.1 Assist the Education Manager to meet administrative, compliance and reporting requirements relating to AQTF Essential Conditions & Standards for Continuing Registration, Skills First - VET Contract, SEE Service Agreement and others as required.

##### 7.2 Regularly review and improve internal systems to ensure that minimal risks occur and compliance is assured.

##### 7.3 Ensure compliance with Wyndham CEC policies and procedures.

#### 8 *Other requirements*

##### 8.1 Take on other duties consistent with the position as directed by the Education Manager.

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### **Important notes**

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre as stated in its Constitution and Vision and Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

### **Key Selection Criteria**

The person for this position will have demonstrated experience in:

- Demonstrated experience in coordinating an education program, preferably SEE and/or Skills First.
- Demonstrated ability to independently manage time, and to prioritise and plan work to meet set timelines.
- Demonstrated ability to coordinate a team of teachers and volunteers.
- High level oral and written communication skills, including report writing.

### **Qualifications**

Mandatory:

- Post-graduate qualification in TESOL
- Certificate IV in Training and Assessment
- A current driver's licence
- A current police check (less than 6 months) and a current working with children check (police check can be organised through Wyndham CEC)
- Must meet all Wyndham CEC safety screening processes