

Wyndham Community and Education Centre Inc

Job Description

Teacher – AMEP/SEE

Job Description

General Information

Incumbent:	
Classification:	According to Educational Services (Post-Secondary Education) Award 2010
Reports to:	AMEP/ SEE Coordinator
Duration:	For duration of contract

Position objective

Responsible for quality teaching and assessing of the AMEP / SEE Program within the Training Services Unit of Wyndham Community & Education Centre Inc. (Wyndham CEC).

The Teacher works with the AMEP / SEE Coordinator, the Education Manager, and a team of teachers and administration staff to ensure the effective and efficient delivery of the AMEP/SEE Program.

The Teacher participates with the AMEP/SEE Coordinator, the Education Manager, and other teachers and trainers in a team that meets regularly to review the performance of the AMEP/SEE Program.

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Duties & responsibilities

1 *Planning*

- 1.1 Consult with the Education Manager/ AMEP/SEE Coordinator about the aims and content of the course to ensure planning meets AMEP/SEE Program Guidelines.
- 1.2 Develop course programs building on the students' interests, abilities and strengths including developing and extending education and employment pathways.
- 1.3 Ensure programs are flexible in order to meet the changing and diverse needs of students.
- 1.4 Attend teacher meetings/information sessions/in house professional development workshops as required.
- 1.5 Provide the AMEP/SEE Coordinator with an outline of the course.
- 1.6 Report student concerns to Coordinator and/or Pathway's Counsellor

2 *Represent WCEC*

- 2.1 Represent Wyndham CEC to students and the public in a professional manner.
- 2.2 Represent Wyndham CEC at professional development/network meetings as required.

3 *Program delivery and expertise*

- 3.1 Teach the course as negotiated according to the requirements set out in the AMEP/SEE Program Guidelines.
- 3.2 Develop teaching strategies which reflect the varying learning needs of the students.
- 3.3 Ensure all assessments delivered in accordance with the assessment guidelines for the accredited EAL curriculum.
- 3.4 Maintain all necessary records as required by the AMEP/SEE program and the VRQA (or other funding / regulatory bodies as directed by the Education Manager and RTO Manager), including meeting the AQTF Essential Conditions and Standards for Continuing Registration.
- 3.5 Keep the AMEP/SEE Coordinator informed regarding the course, students and changes to the class delivery program such as excursions, guest speakers, and activities.
- 3.6 Inform the AMEP / SEE Coordinator of students requiring follow-up particularly regarding student absences childcare issues and student well-being & duty of care.
- 3.7 Attend relevant professional development, validation and moderation and verification feedback sessions as required.
- 3.8 Maintain a Professional Development Activity Log and Skills Matrix.

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4 Risk and Compliance

- 4.1 Keep evidence of student participation and assessment records as required.
- 4.2 Work with the AMEP/SEE Coordinator /Education Manager/RTO Manager, as required to review and improve internal systems to ensure that minimal risks occur and compliance is assured.
- 4.3 Ensure compliance with:
- Wyndham CEC Codes, Policies and Procedures
 - AMEP/SEE Requirements as per Program Guidelines
 - Rules of the EAL Framework curriculum
 - AQTF Essential Conditions and Standards for Continuing Registration.

5 Other requirements

- 5.1 Take on other duties, consistent with the position, as directed by the AMEP /SEE Coordinator.

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 Inc. as stated in its Constitution and Vision & Mission statements.

Have a strong understanding of Occupational Health and Safety requirements and ensure work practices reflect this.

Have a strong understanding of child safe standards, MARAM and family violence reforms

Key Selection Criteria

The person for this position will have demonstrated experience in:

1. Understanding of adult learning principles
2. Demonstrated experience teaching in the AMEP/SEE Program
3. Experience teaching diverse learner groups
4. Enthusiasm and initiative
5. Highly developed communication skills;
6. Experience and ability to devise, deliver and document an appropriate program
7. Ability to work as part of a team
8. Basic digital literacy skills

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Qualifications

Mandatory:

- Appropriate qualification in Education- A degree and diploma of education or equivalent
- TESOL qualification – Certificate IV or Diploma
- Certificate IV in Training and Assessment or equivalent

Other requirements

- Current VIT registration/Working with Children Check
- Police Check (less than 6 months)
- A current driver's licence (desirable)
- Must meet all Wyndham CEC safety screening processes