

# Wyndham Community and Education Centre Inc

## Job Description

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### AMEP Coordinator (Wyndham)

#### Job Description

#### General Information

Incumbent:	
Classification:	Education Services Award 2010 – General Staff Level 5.2 (Above Award)
Reports to:	Education Manager
Hours:	38 hrs per week
Core hours:	9am-5:06 pm, Tues /Thurs/Fri 8am - 4.06 Wed
Duration:	On-going

#### Position objective

Responsible for the coordination of the Adult Migrant English Program (AMEP) in Wyndham.

The AMEP Coordinator leads a team of teachers and administration staff to ensure the effective and efficient delivery of the above program.

The AMEP Coordinator participates with the Education Manager and Learning for Employment (LfE) to regularly review performance.

The AMEP Coordinator reports to the Education Manager and works closely with other training services staff including the LLN Coordinator, AMEP Pathways Counsellor, AMEP administration staff and the compliance and reporting team.

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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 AMEP activities from the TSU Operational Plan as directed by the Education Manager.

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

- 2.1 In consultation with the Education Manager assist with the marketing and promotion of AMEP and its supplementary programs (e.g., SLPET & SPP).

#### 3 *Program delivery and expertise*

##### 3.1 Coordinate the planning of AMEP, including:

- Work with Education Manager to prepare TAS
- Work with the Education Manager to schedule courses and teachers, including development of term timetables.
- Oversee enrolment and placement of prospective students.
- Monitor and review teacher Course Outlines throughout the year.
- Participate in TSU operations and compliance meetings monthly
- As required, provide input into the development and implementation of EAL Frameworks curriculum/assessment
- Oversee the completing of SLPET reports post placement
- Conduct Initial assessments or placement assessments as required during peak times
- Oversee all initial assessments, waiting lists, registration documentation
- Ensure KPIs are consistent with LfE standards

##### 3.2 Coordinate the development and implementation of EAL Frameworks curricula, including:

- Organise moderation/ validation workshops for staff in order to review assessment tasks
- Ongoing development and maintenance of curriculum resources for all levels.

##### 3.3 Coordinate the delivery and assessment of AMEP, 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 internal and external training records to ensure all funding agreements and regulatory requirements are met.

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- Provide input into the development of professional development activities for all teachers delivering the EAL Framework
- Monitor EAL student assessment across all AMEP levels.
- Organise general teacher meetings and assist with the organisation of Whole Staff PD Days
- Attend and provide input into moderation, validation, and verification meetings.
- With Education Manager provide input into the development of professional development activities for all teachers delivering the EAL Framework

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.

3.6 Train new staff to conduct Pre training assessments and oversee them

3.7 Randomly check staff paperwork on SharePoint and follow up with staff when needed

#### 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

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

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

#### 5 *Coordinate staff*

5.1 Coordinate service unit staff including:

- Assist the Education Manager with the induction and/or orientation of teachers to AMEP.
- Mentor new teachers delivering EAL Framework, by contributing to their training and development.
- Ensure teachers maintain HR documents: including PD logs, Skills Matrices and CVs.

5.2 Complete performance appraisals for AMEP program teachers and administration staff.

5.3 Assign and supervise volunteers within the AMEP program in liaison with the BSU officer responsible for volunteers

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### 6 *External Relationship*

- 6.1 Represent Wyndham CEC in LfE/AMEP operations meetings
- 6.2 Ensure Wyndham CEC is represented in the LFE Community of Practises groups
- 6.3 Liaise with Job providers, Services Australia staff, local Settlement providers 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, AMEP Service Standards 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.
- 7.4 Regularly supervise tasks completed by pathways and administration staff.
- 7.5 Prepare documentation for LWA verifications and Government Q & A Audits
- 7.6 Keep up to date with any changes related to the delivery of the AMEP program

### 8 *Other requirements*

- 8.1 Report OHS/ maintenance issues via appropriate email
- 8.2 Report IT issues via the appropriate email
- 8.3 Take on other duties consistent with the position as directed by the Education Manager.

#### **Important notes**

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

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements.

Have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Staff delivering Skills First funded programs must act in accordance with the Skills First Quality Charter

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of MARAM and family violence reforms.

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### Key Selection Criteria

The person for this position will have demonstrated experience in:

1. Independently managing time, prioritising, and planning work to meet set timelines. This includes demonstrated experience in being able to cope with periods of constant change.
2. Understanding and applying adult learning principles.
3. Demonstrated knowledge of ACSF and EAL Frameworks.
4. Experience working in SEE/AMEP/LLN/ funded programs.
5. Understanding and adherence to relevant legislation, government policy, industry requirements, regulatory requirements and SEE/AMEP service agreements
6. Coordination of courses that reflect an understanding and commitment to working within a community environment to meet service needs and overall strategic goals.
7. Working within set budgets that allow for the effective provision of courses.
8. Experience coordinating a team of teachers and oriented environment focused on achieving outcome measures.
9. Developing effective relationships and networks.
10. High level oral and written communication skills and digital literacy skills to complete work tasks

### Qualifications & licenses

Mandatory:

- Appropriate qualification in Education.
- Post-graduate qualification in TESOL
- Certificate IV in Training & Assessment or a higher level qualification in adult education
- Current VIT Registration or Working with Children Check.
- A current police check (less than 6 months) and a current working with children check (police check can be organised through Wyndham CEC)
- A current Victorian driver's licence
- Must meet all Wyndham CEC safety screening processes