

Wyndham Community and Education Centre Inc

Job Description

Teacher – SEE/LLN

Job Description

General Information

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| Incumbent: | |
| Classification: | According to Educational Services (Post-Secondary Education) Award 2010 |
| Reports to: | Language, Literacy & Numeracy Coordinator/ SEE Coordinator |
| Duration: | For duration of contract |

Position objective.

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

The teacher works with the Language, Literacy & Numeracy Coordinator (LLN Coordinator), the Education Manager, and a team of teachers and administration staff to ensure the effective and efficient delivery of the SEE Program.

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

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Duties & responsibilities

1 *Planning*

- 1.1 Consult with the Education Manager/ LLN/SEE Coordinator about the aims and content of the course to ensure planning meets SEE/LLN 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 LLN/SEE Coordinator with an outline of the course.
- 1.6 Monitor and report on student attendance

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 SEE/Skills First Program Guidelines.
- 3.2 Develop teaching strategies which reflect the varying learning needs of the students.
- 3.3 Ensure all assessments are based on the ACSF/ EAL Curriculum and are in accordance with the assessment guidelines for the accredited curriculum (SEE only).
- 3.4 Maintain all necessary records as required by the SEE program and the VRQA (or other funding / regulatory bodies as directed by the Education Manager/RTO Manager), including meeting the AQTF Essential Conditions and Standards for Continuing Registration.
- 3.5 Keep the LLN/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 LLN/SEE Coordinator of students requiring follow-up particularly regarding student absences 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.
- 3.9 Assist in the collation of student program evaluations
- 3.10 Ensure program can be taught remotely if required.
- 3.11 Ensure all documentation is submitted in a timely manner.

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4. Risk and Compliance

4.1 Keep evidence of student participation as well as ACSF and EAL assessment records as required.

4.2 Work with the LLN/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
- SEE/ SF Requirements as per SEE/SF Program Guidelines
- Rules of the EAL Framework/CGEA 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 LLN/SEE Coordinator.

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.

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 SEE/ Skills First Program/ AMEP
3. Experience teaching diverse learner groups.

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4. Enthusiasm and initiative

5. Highly developed communication and written skills.
6. Experience and ability to devise, deliver and document an appropriate program.
7. Ability to work collaboratively and flexibly with colleagues.
8. Basic digital literacy skills / Ability to deliver classes online should the need arise.
9. Proven time managements and organizational skills

Qualifications

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)
- Must meet all Wyndham CEC safety screening processes.

Beneficial

- A current driver's license.