

# Wyndham Community and Education Centre Inc

## Job Description

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### Teacher – Language, Literacy & Numeracy Job Description

#### General Information

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

#### Position objective

Responsible for quality teaching and assessing of language and literacy programs 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 trainers to ensure the effective and efficient delivery of language and literacy programs.

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 language and literacy programs.

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### Duties & responsibilities

#### 1 *Planning*

- 1.1 Consult with the Education Manager/LLN Coordinator about the aims and content of the course to ensure planning meets DET/ Skills First requirements and the requirements of the curriculum.
- 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, internal PDs as required.
- 1.5 Provide the LLN Coordinator with a draft course outline prior to the start of each term and a final course outline at the completion of the course.

#### 2 *Represent Wyndham CEC*

- 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 curriculum while meeting the Skills First 2019 VET Funding Contract.
- 3.2 Develop teaching strategies which reflect the varying learning needs of the students.
- 3.3 Ensure assessments are based on the EAL Framework/CGEA guidelines and are consistent with Standard 1.2 from the AQTF Essential Conditions and Standards for Continuing Registration.
- 3.4 Maintain necessary records as required by the Skills First 2019 VET Funding Contract 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 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 Coordinator of students requiring follow-up particularly regarding student absences and student well-being & duty of care.
- 3.7 Attend relevant professional development, both external and internal, validation and moderation as required.
- 3.8 Maintain a Professional Development Activity Log and a Staff 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 LLN 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
- DET requirements as per Skills First 2019 VET Funding Contract
- 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 Coordinator.

#### **Important notes**

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

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

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

Staff teaching in Skills First funded courses must act in accordance with the Statement of Expectations.

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.

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### **Key Selection Criteria**

The person for this position will have demonstrated experience in:

1. Understanding of adult learning principles
2. Demonstrated experience teaching adult language and literacy
3. Experience teaching diverse learner groups
4. Demonstrated experience with the Microsoft Office suite of programs
5. Highly developed written and verbal communication skills;
6. Experience and ability to devise, deliver and document an appropriate program
7. Ability to work as part of a team

### **Qualifications**

Mandatory:

- Appropriate qualification in Education ,TESOL, Literacy Numeracy for Adults
- Certificate IV in Training and Assessment or equivalent
- Current VIT registration/Working with Children Check