

**EAL Teacher & Assessor  
Position Description  
April 2024**

**Title:** EAL Teacher & Assessor

**Salary:** Training rate of \$58.16 per hour and administration rate of \$37.48 per hour plus superannuation of 11% per annum for a full-time position (According to Djerriwarrh's internal scale).

Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.

**Status:** Casual/Sessional

**Award:** Labour Market Assistance Industry Award 2020

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**ORGANISATIONAL CONTEXT:**

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Government (State and Federal) contracted training (Skills First)
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Foundation Skills for Your Future Program
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Community House

Youth services including:

- School Focused Youth Services
- TAC L2P Learner Driver Program
- Better Futures (formerly Springboard)
- Reconnect

Employment services including:

- Jobs Victoria Mentors (JVM)
- ParentsNext

### **DJERRIWARRH'S VALUES:**

*Caring* – we provide a safe and welcoming environment for all.

*Respectful* – we treat all people fairly and equally.

*Inclusive* – we are welcoming and put people first.

*Adaptable* – we respond to individual and community needs in a creative and flexible way.

*Accountable* – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

### **POSITION OBJECTIVES:**

The Djerriwarrh Language, Literacy and Numeracy (LLN) Business unit delivers a range of accredited training including the Adult Migrant English Program (AMEP) funded by the Department of Home Affairs and Skills for Education and Employment (SEE) program funded by the Department of Employment and Workplace Relations, and the Skills First program funded through the Department of Education and Training, Victoria State Government (or full fee-paying clients).

The EAL programs/courses assist participants develop settlement and language, literacy and numeracy (LLN) skills, with the expectation that such improvements will enable them to participate more effectively in the Australian community, further training or the labour force.

Objective of the EAL Teacher/Assessor role is to plan, deliver and/or assess quality accredited language, literacy and numeracy training at Djerriwarrh sites. AMEP and SEE deliver the Certificates in English as an Additional Language (EAL) aligned to the Australian Core Skills Framework (ACSF).

The EAL Teacher is responsible for the teaching, ongoing assessment and program development of the EAL Framework.

The LLN team meet regularly and there are opportunities to work collaboratively in developing and implementing teaching/assessment tools and strategies.

### **DUTIES & RESPONSIBILITIES**

- Teach and assess at the specified days/times as negotiated with the line supervisor.
- Teach and assess to the relevant curriculum requirements of EAL Framework and the Certificate in General Education for Adults (CGEA) if required.
- Report to the Australian Core Skills Framework (ACSF) as required.
- Ensure that all training delivery and assessment is compliant with contract requirements and the Australian Quality Training Framework (AQTF) including student attendance records, training plan, weekly session plan and assessment tools.
- Be aware of and work towards operational plan priorities and agreed individual performance standards and/or relevant funding body Key Performance Indicator (KPI) targets for Participation, Attainment, Accurate Assessment, Data Entry and Quality Training.
- Ensure that all delivery and assessment documentation and entry of data systems is completed within required timeframes.

- Develop and implement relevant, current and innovative teaching resources/practices to enhance student engagement and meet individual needs and pathways.
- Develop and moderate assessment tools and strategies and assess and report on student learning outcomes.
- Work collaboratively within the team, to undertake ongoing program/course evaluation and review to further enhance student outcomes.
- Participate in internal and/or external moderation, validation and/or quality assessment activities.
- Participate in formal internal and external verification/audits as required.
- Monitor student attendance and maintain attendance and contact records.
- Refer students to guidance and/or welfare staff and support services as required.
- Participate in internal staff meetings and training, and represent Djerriwarrh at professional development, moderation and teacher/assessor meetings, disseminating information to the line supervisor and staff.
- Work to the Djerriwarrh Code of Conduct.
- Maintain currency of professional knowledge in language, literacy, numeracy and vocational education.
- Comply with all relevant Djerriwarrh policies and procedures, and legislative requirements.
- Perform other duties as requested by the line supervisor.

#### **CONDITIONS OF EMPLOYMENT:**

The EAL Teacher and Assessor is a casual position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary for the casual and sessional position is a training rate of \$58.16 per hour and an administration rate of \$37.48 per hour plus superannuation. This position may access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

#### **Confirmation of employment**

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Police and Working with Children Checks. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).

#### **Workplace Health and Safety (WHS)**

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

### **Site flexibility**

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

### **Drivers licence**

A current driver's licence is desirable.

### **Pre-existing injury**

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

## **KEY SELECTION CRITERIA**

### ***Mandatory:***

- KSC 1: Demonstrated skills in contextualised and innovative LLN teaching, including embedding employability skills.
- KSC 2: Demonstrated skills in learner analysis and course planning in response to individual needs of diverse learner groups.
- KSC 3: Demonstrated skills and experience working with culturally and linguistically diverse student groups in an adult learning environment.
- KSC 4: Demonstrated active contribution to program/course compliance and continuous improvement.
- KSC 5: Knowledge and experience working with a relevant LLN curriculum.
- KSC 6: High level interpersonal and communication skills with a demonstrated ability to work effectively within a team of teachers and/or PTA/IA assessors, administration and leadership staff.

## **QUALIFICATIONS/SPECIAL REQUIREMENTS:**

- TAE40116 Certificate IV in Training and Assessment or its successor or
- TAE40110 Certificate IV in Training and Assessment plus the following units:
  - TAELLN411 (or its successor) or TAELLN401A, and
  - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B or
- a diploma or higher-level qualification in adult education.

### **And one of the following:**

- A four-year Bachelor of Education, with TESOL as a method
- A bachelor's degree plus a Master of Teaching with TESOL as a method
- A bachelor's degree plus Graduate Diploma of Education with TESOL as a method
- An undergraduate bachelor's degree plus a postgraduate TESOL qualification at AQF 8 or above that includes a 22- day supervised teaching practicum in TESOL, such as a:
  - Graduate Certificate in Education (TESOL)
  - Graduate Certificate in TESOL
  - Graduate Diploma in TESOL

- ▶ Graduate Diploma of Education with a TESOL method
- ▶ Master of TESOL/Master of Applied Linguistics/Master of Arts (TESOL)

**REPORTS TO:**

AMEP or SEE Team Leader

**SUPERVISES:**

N/A

**IMPORTANT NOTES:**

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - ▶ Racial Discrimination Act 1975
  - ▶ Sex Discrimination Act 1984
  - ▶ Disability Discrimination Act 1992
  - ▶ Disability Act 2006
  - ▶ Equal Opportunity Act 2010
  - ▶ Charter of Human Rights and Responsibilities Act 2006
- Services are conducted in compliance with relevant sections of the:
  - ▶ Privacy Act 1988
  - ▶ Freedom of Information Act 1982
- Djerriwarrh is a child safe organisation and complies with:
  - ▶ Child Wellbeing and Safety Act 2005
  - ▶ Worker Screening Act 2020
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.
- COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

<b>Declaration</b>	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
<b>Employee</b>	Name: ..... Signature: ..... ___/___/___
<b>Manager</b>	Name: ..... Signature: ..... ___/___/___