

**AMEP Team Leader
Position Description
June 2026**

Title:	AMEP Team Leader
Classification:	Team Leader Level 1 to 2 (According to award)
Salary:	\$84,844.83 to \$86,667.75 plus superannuation of 12% 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:	Full time
Award:	Labour Market Assistance Industry Award 2020

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 purpose is 'to support people and 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
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Neighbourhood House
- Melton Suburban University Study Hub

Youth services including:

- TAC L2P Learner Driver Program
- Better Futures
- Reconnect
- Homework Club

Employment services including:

- Parent Pathways

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, gender and sexually diverse people and people with a disability.

DJERRIWARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

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, 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 to develop settlement and language, literacy, numeracy and digital (LLND) skills, with the expectation that such improvements will enable them to participate more effectively in the Australian community, further training or the labour force.

The Djerriwarrh AMEP Team Leader position supports the delivery of AMEP at our Sunshine site. The Team Leader will have teaching responsibilities and oversee a group of AMEP teachers and their classes.

PROGRAM SPECIFIC DUTIES & RESPONSIBILITIES

- Foster a teaching and learning environment within the team encouraging innovative and effective delivery and assessment strategies to develop employability skills and support further training and employment pathways.
- Lead regular team meetings to facilitate teaching/learning objectives and the development of the AMEP program.
- Respond to day-to-day operational needs of the team.
- Work with the team to develop, implement and review AMEP delivery and assessment practices, tools and resources to meet individual student needs, improve student engagement and learning outcomes.
- Monitor agreed performance standards for individuals and the team and utilise effective strategies to ensure program Key Performance Indicator (KPI) targets for AMEP are met.

- Develop and review delivery and assessment strategies and tools aligned to the EAL Framework and documentation compliant with the Australian Quality Training Framework (AQTF) Standards.
- Support the team's participation in internal and external Quality Assurance audits.
- Assist the AMEP Manager with staff recruitment and selection.
- Induct and mentor new staff as required.
- Assist the AMEP Manager with annual performance reviews for direct reports, including regular performance monitoring and review points.
- Work with the AMEP Manager to identify, plan and oversee the team's professional development, leading to improved skills and knowledge of staff and improved student outcomes.
- Assist the team in responding to student attendance and welfare needs, supporting students as per program and Djerriwarrh student conduct policy, and counsel students where appropriate.
- Undertake teaching and assessment and initial assessment (IA) activities in accordance with the key responsibility areas, as required.
- Perform other duties as requested by the direct line supervisor.

CONDITIONS OF EMPLOYMENT

The AMEP Team Leader is a full-time position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$84,844.83 - \$86,667.75 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 Nationally Coordinated Criminal History Check (NCCHC) and Working with Children Check. 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 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, 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: Experience and success in supporting staff in a leadership capacity.
- KSC 2: Demonstrated experience and success in current adult teaching and learning practices, and the development of teaching and learning tools.
- KSC 3: Demonstrated experience in teaching and supporting students from culturally and linguistically diverse backgrounds and diverse needs.
- KSC 4: High level interpersonal and team building skills.
- KSC 5: High level planning, organisational and administrative skills and experience.

Desirable:

- KSC 6: Experience working in a community setting.
- KSC 7: Knowledge and experience of the Adult Migrant English Program (AMEP) program.

QUALIFICATIONS/SPECIAL REQUIREMENTS

- TAE40122 Certificate IV in Training and Assessment or its equivalent or successor, including:
OR
- A diploma or higher-level qualification in adult education or vocational education and training
OR
- A credential issued by a higher education provider (as defined in section 16.1 of the *Higher Education Support Act 2003*) which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher in accordance with the registration requirements in at least one State or Territory in Australia, **and one of the following credentials**, or the successor to one of the following credentials:
 - ▶ TAESS00011/TAESS00019 - Assessor Skill Set or
 - ▶ TAESS00024 - VET Delivered to School Students Teacher Enhancement Skill Set.

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 Manager

SUPERVISES

AMEP Teachers and Assessors

IMPORTANT NOTES:

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people 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.

Declaration

My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.

Employee	Name:	Signature:	___/___/___
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Manager	Name:	Signature:	___/___/___
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