

## POSITION DESCRIPTION

<b>Portfolio:</b>	Education and Social Participation
<b>Position Title:</b>	Entry Teacher
<b>Grade:</b>	Teacher Levels 1 - 3
<b>Reports to:</b>	Relevant Education Hub Manager (Central Melbourne & Mallee Hub; West Hub; South East Hub; North East Hub)

## AMES Australia

For over 60 years AMES Australia has helped new and recently arrived refugees and migrants to settle in to Australia. AMES offers much more than just teaching English – we not only work with new arrivals but also with the community, business and Government to develop sustainable and effective settlement solutions for the whole Australian community.

## Vision of AMES Australia

‘Full participation for all in a cohesive and diverse society.’

## Primary Focus / Purpose of the Role

To deliver relevant and engaging tuition programs to AMES Australia’s culturally and linguistically diverse (CALD) adult learners.

## Primary Duties and Responsibilities

### TEACHING PRACTICE

- Apply and model best practice in planning, delivering and assessing accredited multi-modal tuition programs tailored to optimise client outcomes, especially through digital channels, and meet compliance requirements.
- Proactively collaborate with the Hub Education Managers and relevant Education support teams to plan and develop programs based on clients, employers and relevant stakeholders’ needs analysis.
- Engage in teaching across different programs and classes in response to client demand and operational requirements.
- Implement organisational objectives, priorities and requirements that optimise teacher engagement, client outcomes and education services sustainability.

### ASSESSMENT, CLIENT SUPPORT AND ADMINISTRATION

- Undertake all correction and assessment requirements using appropriate tools, provide feedback to clients on performance and progress, and utilise assessment results to inform teaching practice.
- Maintain comprehensive and accurate records of training plans and client attendance, progress and assessment, meeting all teaching and contractual administrative requirements to required standards in a timely manner.
- Provide basic pathway counselling and work closely with career counsellors to assist clients with their educational, training and/or employment pathways.
- Conduct language assessments (ACSF) and entry interviews, as required, to facilitate appropriate student referrals and class placements.

### PROFESSIONAL PRACTICE

- Actively participate in professional development and collaborate with colleagues to innovate and improve teaching practice, share resources and moderate/validate assessments.
- Engage in critical self-reflection of professional practice to improve quality of teaching and learning outcomes for clients.
- Perform other professional duties as required including workplace visits, coordination of virtual and face to face classroom volunteers or student representative meetings, supervise student teacher practicum, support and mentor graduates participating in the AMES Australia Graduate Program.
- Demonstrate flexibility in applying teaching and learning strategies that optimise learning outcomes for diverse learner groups.

- Demonstrate flexibility and willingness to teach across a variety of programs and classes in response to client demand and operational requirements.
- Engage in and commit to the co-design of solutions to maximise the quality and sustainability of education services, including participating in staff and curriculum meetings.
- Demonstrate commitment to embedding broader organisational directions and priorities in the delivery of Education services.
- Ensure effective WH&S standards and practice are maintained in teaching environments and the workplace.

## GENERAL

- Actively operate in a manner that improves the customer experience.
- Ensure compliance with relevant legislation, regulations and contractual requirements and that all duties are undertaken within an effective risk management framework.
- Comply with relevant WH&S legislation, the AMES Australia WHS Policy and Procedures at all times.
- Comply with all relevant AMES Australia Policies and Procedures and proactively identify and recommend areas for improvement to the manager as appropriate.
- Perform other duties as required by the manager that are reasonably incidental to the performance of this role.

## Key Contacts

**Internal:** Other teachers, delivery support staff, vocational counselling staff, Education Management Team, IPP, Employment, Settlement and Social Participation teams

**External:** Nil

## Qualifications and Experience

### Mandatory:

- A recognised teaching qualification that includes an appropriate TESOL methodology strand or a degree or equivalent plus an appropriate postgraduate TESOL qualification (which must include at least 100 hours of TESOL methodology and a supervised practicum of at least 60 hours).
- Current Certificate IV in Training and Assessment (TAE)
- 0-8 years' relevant teaching experience post TESOL qualification

For some Teaching positions, where bilingual teaching is integral to the role, there will be a requirement for the incumbent to be fluent in the relevant language in all 4 macro skills - speaking, listening, reading and writing. This will be communicated in the position advertisement.

### Desirable:

## Knowledge and Skills

- Knowledge of the principles of language pedagogy and adult learning and their application in the design of programs and learning activities that address the diverse learning backgrounds, needs and expectations of CALD clients
- Demonstrated basic knowledge of relevant accredited curricula and training packages, including familiarity with appropriate assessment strategies/tools and learning resources, including digital platforms, and the ability to develop contextualised learning programs that achieve and document learner outcomes
- Demonstrated ability to assess language level using the Australian Core Skills Framework (ACSF) and settlement/learning needs of students
- Ability to develop and use a broad range of teaching and learning strategies and resources, including delivery and assessment through online learning tools to maximise client engagement and outcomes and to foster independent and flexible learning
- Demonstrated knowledge and understanding of diverse client communities, including their settlement experiences, needs and aspirations and awareness of agencies that support their broader settlement goals

- Working knowledge of the national training framework and quality management principles and systems to meet contractual and ASQA requirements
- Demonstrated ability to use the client management (Markbook) and learner management systems as well as familiarity in the use of Education communication platforms, e.g. MS TEAMS, ZOOM, SfB and Microsoft Outlook
- Self-motivated with well-developed time management, organisational and problem solving skills
- Demonstrated positive values of integrity, reliability and professionalism consistent with AMES Australia's vision
- Knowledge of OH&S principles and practice

#### Other Relevant Information

- Staffing Responsibilities: Nil
- Budget Responsibilities: Nil
- Applicants for the position must have the right to work in Australia.
- Offers of employment will be subject to a satisfactory Police Check.
- Where a Teacher, at any time during their employment at AMES Australia, is engaged in child-related services as defined by the Working with Children Act 2005 (as amended from time to time), it is a mandatory requirement for the Teacher to have and maintain a current Working With Children Check (for employment purposes) before commencing in child-related work for the duration of the engagement.

*AMES Australia is an Equal Employment Opportunity Employer and abides by the Occupational Health and Safety Act.*

*For HR purposes only: ANZSCO Code - 242211*

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_