



Farnham Street Neighbourhood Learning Centre

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Position Description

EAL Trainer

The Workplace

Farnham Street Neighbourhood Learning Centre (FSNLC) has been providing adult community education and social support programs to the local community for over 45 years. People of all ages, backgrounds and abilities have been coming to Farnham Street to:

- join classes, activities and support groups
- learn English
- gain employment skills and confidence
- become more involved in the local community

FSNLC believes that all people have the right to a fair and decent education and seeks to ensure that those who have missed out are given the opportunity to experience knowledge, language and learning as adults. People with disabilities are encouraged to participate. Farnham Street's vision is of a connected and empowered community in which people can live fulfilling lives through learning, participation, and engagement.

As well as our centre in Flemington, we run English classes across the Northwest including: Djerring Flemington Hub, Flemington Library, Avondale Heights Library, Sam Merrifield Library, Niddrie Library, and Ascot Vale Library.

The Position

The EAL Trainer will deliver excellence in teaching and learning to CALD adult community members living in Flemington and surrounding areas, with a priority for people experiencing disadvantage or vulnerabilities. Prepared with a strong knowledge of their content areas and strong pedagogy strategies, the EAL Trainer will create learning environments that engage and motivate adult learners. By improving adult learner's engagement with education, the EAL Trainer will support students and strengthen pathways to employment or further education.

The position sits within **Adult Community and Further Education (ACFE)** which oversees pre-accredited education delivered by Learn Local providers.

Learn Local providers deliver education and training in language, literacy, numeracy, employment and digital skills to help adults gain the skills they need for employment, further training and community participation.

Position Goal

The EAL Trainer will deliver quality pre-accredited, language, literacy, numeracy and employability programs. The EAL Trainer will:

- Create and maintain a classroom environment that promotes differentiated learning and values cultural and linguistic diversity.
- Maintain learning resources, trainer and learner records, and comply with documentation required under the ACFE guidelines.
- Deliver course content in accordance with ACFE pre-accredited training and FSNLC guidelines.
- Deliver training services in accordance with FSNLC's aims and objectives, as described in [FSNLC Strategic Plan](#)

Skills Requirement

Strong Communication Skills: The EAL Trainer must have excellent communication skills to ensure successful education outcomes for students.

Excellent Instructional Skills: The EAL Trainer will be required to explain concepts and activities to people with low English literacy and numeracy skills in a manner they can understand.

Strong Interpersonal Skills: The EAL Trainer works closely with students and colleagues and must be able to work well with others and develop good relationships to ensure the best quality education is provided.

Adaptability: Our students come from a variety of cultural backgrounds. To achieve excellent education outcomes for all students, the EAL Trainer will be required to employ differentiated learning techniques as needed.

Qualifications Requirement

TESOL or LOTE Qualification, and experience in teaching.

Employment Conditions

Employer	Farnham Street Neighbourhood Learning Centre
Reports To	Education Manager
Work Type	Permanent Part Time – with 6-month probation
Hours	To Be Negotiated. Opportunities currently exist Tuesday – Friday.
Award	Neighbourhood Houses and Adult Community Education Centre Agreement 2024 Industrial Relations NHVic

Classification	The appropriate increment and level will be assessed at the commencement of employment
Remuneration	See Schedule 3 D in Agreement linked above. FSNLC will make superannuation contributions on your behalf. In accordance with the Superannuation Guarantee Legislation (capped at the maximum contribution base). Leave entitlements as per Award.
Sector	Not for Profit
Location	Farnham Street Neighbourhood Learning Centre, 28 Farnham Street, Flemington, and other local locations as agreed.

Role and Responsibilities

The EAL Trainer is responsible for delivery of EAL courses which are non-accredited and must adhere to the Pre-Accredited Quality Framework (PQF). The EAL Trainer may be required to perform some regular administration and consultation, in association with each contact hour of delivery. This includes:

1. Course design and planning:
 - Prepare session plans for ACFE courses which meet the specifications of the Pre-Accredited Quality Framework.
 - Ensure session plans are submitted to the Education Manager.
2. Course delivery:
 - Ensure all learning materials are customised to suit a range of students.
 - Employ a range of teaching techniques to cover course topics, including group work, blended learning and regular feedback, ensuring the needs of learners are met.
 - Ensure all learners complete required PQF documentation in accordance with the relevant version of ACFE's Pre-accredited Quality Framework.
3. Course records and student progress:
 - Maintain student records and attendance rolls in accordance with Pre-Accredited Quality Framework requirements.
 - Store all student records appropriately, to ensure confidentiality.
4. ACFE moderation:
 - Actively participate in ACFE moderations and meetings.
5. Quality and compliance:
 - Adhere to all of FSNLC's policies and procedures, including upholding Occupational Health and Safety, Child Safety and Privacy and Incident Reporting.

- Foster positive staff relationships and promote a supportive, collaborative working environment, including occasional delivery of shared classes.
 - Contribute to staff meetings and information sharing sessions.
 - Participate in regular professional development activities to maintain current knowledge and skills in vocational training and learning.
 - Advise the Education Manager immediately if you are charged with a criminal offence that is punishable by imprisonment or, if found guilty, could reasonably affect your ability to meet the requirements of your work.
 - Ensure all requirements for staff compliance is up to date annually. i.e. Police Check, Working with Children Check, etc.
6. Monitoring and Evaluation:
- Monitor and report attendance, including on-going student absenteeism to the Education Manager.
 - Ensure there is evidence of participation for all students.
 - Take part in regular monitoring, evaluation and development of the teaching program with the rest of the education team.
7. Student Management and Wellbeing
- Foster a welcoming and inclusive space for all students and community members.
 - Supervise students to ensure their proper use of Centre property and equipment.
 - Liaise with the Education Manager to provide initial support, advocacy, and appropriate referrals for students requiring additional assistance
8. Meetings
- Attend any meetings, interviews, workshops, etc as negotiated with the Education Manager.
9. Other Duties as reasonably Required
- Involve your class students in FSNLC surveys, excursions and activities.
 - Take responsibility for shared staff house and administration tasks which ensure the smooth running of the centre and its programs, and the safety and wellbeing of all who work and participate there. A list of these tasks is part of your Induction and can be found in the Manager's Office.

From time to time, Farnham Street Neighbourhood Learning Centre will have special ACFE projects to deliver. The EAL Trainer can contribute to, lead and/or consult on ACFE projects. A position description will be provided for each project, and will include project aims, responsibilities, deliverables, hours and pay rate.