


<b>Fitzroy Neighbourhood House - Position Description</b>		
<b>Role Title:</b> Accredited Casual Classroom Teacher	<b>Reports to:</b> <i>Accredited Training Programs Manager</i>	
<b>Department:</b> Accredited Education	<b>Responsible for:</b> <i>EAL teaching</i> <b>Funding:</b> Skills First and AMEP	
<b>Location:</b> 140B/140 Brunswick St Fitzroy	<b>Working pattern:</b> Mondays plus opportunity for emergency teaching	
<b>FNH Vision</b>		
<i>Our vision is of a strong, fair, inclusive and engaged community: a community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.</i>		
<b>Organisational Overview</b>		
FNH is a not-for-profit Learn Local RTO providing education programs for migrants, refugees, and the local community. We take a strengths-based approach, recognising existing learner skills and building pathways to further education, employment, and community participation.		

<b>Role purpose</b>
<p>Deliver accredited EAL programs to culturally and linguistically diverse (CALD) adult learners, ensuring high-quality teaching, compliance with regulatory frameworks, and a supportive, inclusive learning environment.</p> <p>Key objectives:</p> <ul style="list-style-type: none"> <li>• Deliver engaging, learner-centred teaching aligned with FNH values</li> <li>• Apply a strengths-based approach that supports diverse learner needs and wellbeing</li> <li>• Ensure compliance with all funding, regulatory, and organisational requirements</li> <li>• Complete accurate administrative and reporting tasks</li> </ul>
<b>Key responsibilities</b>
<p><b>Training delivery</b></p> <ul style="list-style-type: none"> <li>• Plan and deliver effective adult learning using varied strategies, resources, and materials</li> <li>• Ensure learning tools and resources are current, and observe copyright laws and requirements</li> <li>• Deliver flexible learning strategies, and a safe and supportive learning environment which meets the diverse needs of adult CALD students</li> </ul>

- Maintain accurate records of learner engagement in compliance with Australian Quality Training Framework (AQTF), Victorian Registration & Qualifications Authority (VRQA), the Education and Training Reform ACT (2006), Skills First, and AMEP requirements and standards
- Collect evidence of student work when required
- Collaborate with colleagues to ensure program continuity

**Assessment**

- Conduct and document assessments in line with curriculum and regulatory requirements
- Develop or source appropriate assessment tools
- Keep accurate records of assessments conducted
- Mark and review assessments, and provide feedback to learners
- Participate in moderation and validation activities

**Data and record management**

- Maintain accurate student records in line with AQTF, VRQA, Skills First, and AMEP requirements
- Use FLN systems and templates consistently
- Ensure data accuracy, completeness, and secure handling
- Contribute to continuous improvement processes

**Working relationships**

- Work collaboratively with teaching and administration staff
- Communicate effectively with the Accredited Training Programs Manager
- Participate in team meetings and professional development
- Support a positive, inclusive team environment

**People, culture and wellbeing**

- Maintain confidentiality at all times
- Follow Equal Opportunity, OHS, and anti-discrimination requirements
- Support a safe, respectful, and inclusive learning environment
- Undertake ongoing professional development to maintain vocational currency
- Within the scope, skills and qualifications required for the role, undertake additional paid duties if required.

**Knowledge and expertise**

- Experience delivering accredited training, preferably in EAL
- Understanding of adult learning principles and diverse learner needs
- Knowledge of national training package requirements
- Ability to manage classroom challenges effectively
- Familiarity with EAL Frameworks

**Skills & Capabilities**

- Strong organisational and time management skills
- Ability to work independently and respond to short-notice teaching needs
- Excellent communication and interpersonal skills
- Digital literacy (MS Office, online learning systems)
- Collaborative and solution-focused approach

**Key Selection Criteria**

### **Qualifications**

All teachers employed by FNH will hold one of the following combinations of qualifications:

- A four year Bachelor of Education, with TESOL as a method OR
- An undergraduate bachelor degree plus a postgraduate TESOL qualification at AQF level 8 or above, such as:
  - 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)
  - Master of Teaching with a TESOL method
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These qualifications must also include at least a 22 day teaching practicum.

- Certificate IV in Training and Assessment (TAE40116) – or TAE40110, in conjunction with TAEASS502 and TAELLN411.

### **Additional**

Should you be successful in your application, you will be required to provide a valid Working with Children Check and undergo a National Police Check.

### **Salary, Award and Conditions**

This sessional role is covered by the *Educational Services (Post-Secondary Education) Award 2010*, with pay based on qualifications and experience.