

POSITION DESCRIPTION

Portfolio:	Education and Social Participation
Position Title:	Foundation Studies (EAL) Coordinator – Quality Teaching & Learning (QTL)
Unit:	Education Services (Quality Teaching & Learning)
Grade:	4.1
Reports to:	Curriculum Lead

AMES Australia

For over 70 years AMES Australia has supported new and recently arrived refugees and migrants to settle in their new life in Australia. AMES works with new arrivals and also with the community, business and government to develop sustainable and effective settlement solutions for the Australian community.

Vision of AMES Australia

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

Primary Focus / Purpose of the Role

The purpose of this position is to:

- support the design, development, delivery, redesign and review of curriculum materials and assessments for both new and existing qualifications as well as assisting with curriculum development across and other emerging educational offerings across the organisation by working to enhance teacher capabilities and developing quality resources for teaching and learning; and
- undertake a lead role in developing and implementing governance systems and procedures that ensure compliance with all statutory requirements, national standards and service agreements in the delivery of Foundation Studies.

Primary Duties and Responsibilities

CURRICULUM FOCUS -

- Oversee the effective and compliant application of curriculum frameworks in all relevant Training Packages that AMES Australia delivers, including to:
 - Provide authoritative advice in regards to curriculum requirements to Education Managers, teachers and other relevant employees;
 - Advise, mentor and train teachers and other relevant employees to create compliant resources such as Training and Assessment Strategies, Delivery and Assessment Plans, teaching methodologies, assessment guides and tools;
 - Outsource resource development as appropriate by following AMES procurement requirements, overseeing the quality of the external contractor's work and providing advice to external contractors to customise materials for our clients (CALD); and
 - Monitor frameworks, curriculum and / or training package for changes and responding appropriately to any changes by updating relevant resources and practices.
- Lead and work collaboratively with internal and external key stakeholders, teachers/trainers and Subject Matter Experts (SME) to support the development of high-quality learning and assessment course/curriculum and resources that meet the requirements of blended delivery strategies, curricula, training packages and regulatory bodies.
- Work collaboratively with the Quality Teach & Learning team to ensure that all course resources and tools that are developed and/or used within our teaching practice meet the curriculum requirements, guidelines and accepted standards, including copyright and document control processes.
- Support the implementation of digital programs in our Learning Management System (LMS).
- Lead/Support emerging projects as required by redesigning courses and/or resources, and/or providing additional activities (for example: to incorporate work placement into the curriculum of a particular course).
- In order to optimise resource development effectiveness, maintain currency in teaching practice through various methods, including but not limited to emergency teaching as required.
- Assist in the maintenance of an up-to-date databank of training and assessment resources for shared use across AMES Australia.
- Ensure high quality learning experiences for students by providing professional development and best practice exemplars to teachers/trainers/academic staff.

QUALITY ASSURANCE

- Assist the Manager in the development and dissemination of policy guidelines, procedures, recoding and reporting mechanisms and templates for planning for validation of assessment tools, as.
- Support internal and external audits by preparing relevant information and documentation, providing evidence on request during audits, and supporting subcontractors to respond to audits effectively.
- Monitor the quality and compliance of resources and tools developed by teachers, other relevant employees and external contractors to ensure they meet all requirements.
- Lead validation & moderation activities.

GENERAL

- Assist with and contribute to the planning, development and delivery of PD days to enable best teaching practice, sharing of practice and resources across the Portfolio.
- Support the implementation of innovative and best practice models in flexible course delivery.
- Work closely with Education Managers, and other coordinators to support day-to-day problem solving.
- Work effectively with colleagues within the QTL team and Compliance Team to create a culture of professionalism and high performance.
- Contribute to AMES-wide service integration initiatives.
- Represent AMES Australia in external networks, as part of Association memberships and relevant consultation meetings.
- 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:	Senior Manager Education Services, Manager Education QTL, Manager Education Performance and Compliance, Teachers, Digital Engagement Team, Quality Teaching and Learning team, Performance and Compliance team.
External:	Government and other funding bodies, Consortium partners, external stakeholders, external contractors

Qualifications and Experience

Mandatory:	At least 3 years' experience in English language teaching in an adult education; AND Experience in high quality resource development, accredited course curriculum management, quality assurance and other RTO compliance activities or in a similar role; AND Current Certificate IV TAE; AND EITHER a Degree in Education, Adult and Vocational Education or similar field with a TESOL major or equivalent; OR A Degree and a postgraduate TESOL qualification
Desirable:	A qualification in Curriculum and Instructional Design is highly desirable Diploma of Training Design and Development is highly desirable Experience in the delivery of education and training to culturally diverse adults as part of integrated settlement and ongoing inclusion services

Knowledge and Skills

- Demonstrated knowledge and ability to apply the regulatory and compliance requirements to curriculum and assessment development in the Foundation Studies , and in course accreditation with ASQA
- Sound knowledge of and demonstrated ability to work within the Australian Core Skills Framework (ACSF), Australian Skills Quality Authority (ASQA), VET Quality Framework, Skills First, SEE, AMEP and ACFE policy frameworks, Training Packages and delivery requirements
- Strong demonstrated ability to develop and deliver effective training and professional development sessions to staff in an adult education setting
- Detailed working knowledge of the adult learning pedagogy, TESOL delivery and the funding and regulatory environments in which AMES Australia operates
- Thorough knowledge of and ability to deliver a range of English language and literacy curricula
- Excellent instructional design skills including demonstrated ability to plan and produce high quality resources for teaching and learning
- Ability to assess program needs and consult regarding project outcomes to address identified teaching and learning needs
- Highly developed Information & Communication Technology (ICT) and computer skills, including the effective use of Microsoft Office applications and web-based online learning platforms
- Demonstrated ability to coordinate a project
- Well-developed interpersonal and relationship building skills to liaise effectively with relevant internal and external stakeholder groups
- Well-developed oral and written communication skills
- Demonstrated ability to work effectively at all levels, both autonomously and co-operatively in a team environment
- Demonstrated positive values of integrity, reliability, teamwork and professionalism consistent with the AMES Australia Vision and Mission and demonstrated commitment to quality and continuous improvement principles

Other Relevant Information

- Staffing Responsibilities - Nil
- Budget Responsibilities - Nil
- This position may be required to work across multiple sites.
- Applicants for the position must have the right to work in Australia.
- Offers of employment will be subject to a satisfactory Police Check.

AMES Australia is an Equal Employment Opportunity Employer and abides by the Occupational Health and Safety Act. AMES Australia is committed to and believes in gender equality, and promotes a work environment where inclusion and diversity are valued and where people across all of AMES are involved, supported, respected and treated fairly.

For HR Purposes only – ANZSCO Code: 511112

Electronically Signed by the Employee

Name: [*SignatureOBStarter]

Date: [*SignedDateOBStarter]