

POSITION DESCRIPTION

Portfolio: Education and Social Participation
Position Title: Teacher, Sessional / Emergency
Grade: As described in current AMES Australia Teachers' Enterprise Agreement
Reports to: Manager Education

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 but 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

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

Primary Duties and Responsibilities

- Provide instruction, supervision and/or assessment (including pre-enrolment assessments) of students as required, whether individually or in a group.
- Apply knowledge of the principles of adult learning to effectively engage AMES Australia's CALD adult learners to maximise learning outcomes.
- Meet the needs of AMES Australia's learners through the application of a sound knowledge and understanding of the range of relevant accredited training programs delivered by AMES Australia.
- Plan and assess for effective teaching and learning through the use of a range of activities, resources and materials to provide meaningful learning opportunities for a range of learners.
- Monitor student engagement in learning by maintaining records of learning needs, plans and progress in compliance with Australian Quality Training Framework (AQTF) standards.
- Regularly reflect on and critically evaluate professional knowledge and the effectiveness of performance with a view to ensuring high-level professional practice.
- Apply organisational and administrative skills to manage appropriate non-teaching duties effectively.
- Ensure effective WH&S standards and practice are maintained within classrooms.
- 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 & Pathways Specialist, Education Management Team

External: Nil

Qualifications and Experience

Mandatory:

- A teaching qualification that includes an appropriate TESOL methodology strand or a degree or equivalent plus an appropriate postgraduate TESOL method. 'Appropriate TESOL qualification' must include at least 100 hours of TESOL method and a supervised practicum of at least 60 hours.
- Current Certificate IV in Training and Assessment (TAE)

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.

For some Teaching positions where a vocational qualification is required, this will be communicated in the position advertisement.

Desirable: For vocational teaching positions, some experience in pathways counselling is 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, and the ability to develop contextualised learning programs that achieve and document learner outcomes
- Demonstrated ability to assess language level and settlement/learning needs of students
- Ability to develop and use a broad range of teaching strategies and resources, including ICT, to foster independent learning and optimize learning outcomes for diverse learner groups
- Demonstrated knowledge and understanding of diverse CALD 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
- Knowledge of WH&S principles and practice

Other Relevant Information

- 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. 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 reporting purposes only: ANZSCO Code - 242211

Employee Name: _____

Employee Signature: _____

Date: _____