



Olympic Adult Education Inc.
155 Oriel Road
Heidelberg West VIC 3081
Phone: (03) 9087 1155

www.oae.vic.edu.au

ABN 84 005 101 242
TOID: 3818

POSITION DESCRIPTION

<u>Position Title:</u>	Teacher, EAL programs
<u>Reports to:</u>	Chief Executive
<u>Location:</u>	You are employed to work at OAE that is a multi-campus Registered Training Organisation.

PRIMARY OBJECTIVES

1. To prepare, deliver and evaluate a range of English as a Second Language (EAL) programs.
2. To assist the Chief Executive in the establishment in the maintenance of quality programs and systems to ensure a quality service is being provided.
3. To maintain excellence and relevance in the delivery of EAL programs and related services for students. Demonstrated skills and flexibility in delivery across a range of funding sources that may be required by the organisation.

ORGANISATIONAL ENVIRONMENT

About Olympic Adult Education

Olympic Adult Education is a community-based, non-profit adult and community education provider and neighbourhood house, providing educational and community development opportunities to the adults in West Heidelberg and surrounding areas.

Beginning as a collective in the 1980s, Olympic Adult Education developed a primary focus on language and literacy education for adults who are educationally disadvantaged. It also delivers vocational and pre-vocational training as well as personal development and general adult education classes.

REPORTING RELATIONSHIPS

This position reports to the Chief Executive.

ROLE OF THE POSITION

The teacher is responsible and accountable to the Chief Executive for:



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1. The development and teaching of EAL programs across a range of funding sources, which may include Skills First, AMEP and ACFE.
2. Assisting the Chief Executive in all related administrative and student functions – reports, enrolments, attendance updates, student progress and results, awards preparation and appropriate entry of data onto relevant reporting systems.
3. Involvement in the selection and assessment of intending students, assessment and documentation of students' progress within the program as required and the identification and introduction of strategies to assist students experiencing learning difficulties.
4. Continually maintaining class attendance rolls in compliance with the organisation's quality guidelines.
5. Keeping informed of educational developments and related government policies that will affect program delivery in the area of EAL programs or other specialist areas or programs, which may include Skills First, AMEP or ACFE.
6. Ensuring effective communication with colleagues in the organisation as required.
7. Providing high level customer service to clients, ensuring that all possible measures are taken to respond to their needs and requests in a timely manner.
8. Working within the quality systems, (including the Australian Quality Training Framework or Victorian Registration and Qualifications Authority), preparing lesson plans, developing work units, communicating and maintaining records to a high standard as required and within copyright regulations.
9. Keeping abreast of current thinking and of developments in technology that impact on teaching programs.
10. Participating in ongoing curriculum development and other staff professional development activities.
11. Maintaining and further developing ICT skills necessary for the delivery and administration of EAL programs.
12. Working flexibly and harmoniously within an environment that is responding to constant change.

KEY SELECTION CRITERIA

1. Appropriate post secondary qualifications, industrial experience, a Certificate IV in Training & Assessment - TAE40116 (or its successor) or (TAE40110) inclusive of the TAE40110A or



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TAELLN411 or equivalent together with a TESOL and/or numeracy qualification together with applied knowledge and understanding of the principles of adult learning.

2. Demonstrated knowledge of and commitment to:
 - a. Occupational Health and Safety
 - b. Anti-Discrimination
 - c. Quality Assurance
 - d. Copyright Regulations
 - e. Continuous Improvement
 - f. Privacy Act and confidentiality
3. Demonstrated experience in the planning of EAL courses in community education or other related settings.
4. Demonstrated knowledge of, and experience in, teaching methodologies and strategies appropriate to EAL programs in an adult environment, inclusive of 'work-readiness' skills, and the ability to teach in a manner that influences, motivates and inspires students to learn.
5. Demonstrated understanding and application of assessment and reporting as they relate to adult EAL programs, together with a demonstrated knowledge and application of the administrative requirements essential to meeting quality standards.
6. Demonstrated experience in using ICT in the administration of teaching programs, which includes, effective use of staff and student portals, Microsoft Office applications including Outlook, file management and version control, together with a demonstrated understanding of the rationale for incorporating ICT in the adult EAL classroom and the practical implementation of this.
7. Demonstrated commitment to Continuous Professional Development (CPD), and demonstrated initiative and willingness to be involved in other activities in the organisation to support successful program delivery.
8. Demonstrated high level communication skills that allow for cooperative and constructive team participation, and the ability and willingness to promote and contribute to a positive work environment and high quality client service.