

## Summary Position Statement Including Selection Criteria

### 1. General Information

<b>Position Title:</b>	Adult Education Teacher (Accredited)
<b>Reporting To:</b>	Adult Education Coordinator
<b>Working directly with:</b>	Adult Education Teachers and Tutors
<b>Award Grade:</b>	PAACT Tutors and Teachers – Teacher 1 (rate dependent on number of years teaching)
<b>Salary:</b>	As per Neighbourhood Houses and Learning Centres Collective Agreement. For every hour of class time, 30 minutes will be allowed for preparation and administration tasks.
<b>Work Hours:</b>	As negotiated, dependent on class contact hours. 40 weeks per year. Meetings and Professional Development as negotiated with the Adult Education Coordinator.
<b>Tenure:</b>	Part-time (dependant on class number and viability of class).

### 2. Role Overview – CCC Adult Education Programs

CCC delivers a range of accredited courses from Course in Preliminary Spoken and Written English to Certificate I to III in Certificates in Written and Spoken English. Funding for these courses is derived from a number of sources including AMEP and fee for service.

In addition to taking classes, teachers are required to provide the Adult Education Co-ordinator with the necessary documentation for compliance with all administrative and reporting requirements of CCC Management and Board along with CCC's adherence to the contractual requirements and delivery standards of funding providers including the Adult Migrant English Program (AMEP) through CCC's partnership with Melbourne Polytechnic and accreditation frameworks such as the Australian Quality Training Framework (AQTF) and the ACFE Business Viability Guidelines.

### 3. Key Accountabilities – Adult Education Teacher

#### Conducting of CCC Adult Education classes

- Prepare, deliver and assess accredited EAL programs.
- Complete relevant administrative duties including attendance lists, daily lesson plans and student records.
- Follow the course curriculum and ensure course content meets the needs of the students and incorporates material that has everyday relevance.
- Follow assessment guidelines and keep records of assessments.
- Ensure learning outcomes are met.
- Attend staff meetings as required.
- Attend internal professional development workshops and moderation sessions each term and one external professional development as negotiated with the Adult Education Coordinator
- Staff are required to enter into an annual performance plan and annual staff appraisal.
- Course development for allocated Adult Education programs using Certificates in Spoken and Written English.
- Maintenance of class records to the required standards including attendance lists, lesson plans and assessments in order to be able to record appropriate statistics for Melbourne Polytechnic.

#### 4. Working Relationships

Who	Purpose
Adult Education Coordinator	Line management reporting relationship, periodic (at least per term) liaison regarding all aspects of the Adult Education part of the CCC operation. Staff meetings as set.
CCC Members/Participants (including students)	Teaching, providing support and relevant referral (if required).
Other CCC Adult Education Teachers and Tutors	Peer Relationship – working collaboratively and providing professional support
CCC Staff and Volunteers	Peer relationship – working collaboratively to provide excellent customer service to our clients.
Southern Community Church of Christ	Collaboration regarding use of facilities.
Mlebourne Polytechnic, DHHS, Kingston City Council and ANHLC	Various according to nature of relationship with each external body.
Other Com Service Providers and Neighbourhood Houses	Collaboration and knowledge sharing.

#### 5. Key Selection Criteria

- Experience in the delivery of EAL programs at all levels to students of varying backgrounds along with the prerequisite qualifications for the delivery of accredited ESL programs within Victoria.
- Knowledge of EAL methodology and grammar.
- Demonstrated ability in the preparation of course materials and lesson plans.
- Well-developed written and spoken communication skills.
- Strong understanding of the not-for-profit, community based service delivery sector with a capacity to work effectively in a values based organisation.
- Ability to work as a team member as well as independently.
- Ability to deal with situations arising from a classroom environment containing students from mixed backgrounds.

#### 6. Other Information

- The position is located at CCC, 8 Chesterville Road, Cheltenham.
- The appointment will be subject to the completion of a police check and may be subject to a probationary period of 3 months.
- Qualifications in EAL teaching are required including a recognised Bachelor's degree.
- Post graduate TESOL qualification essential.
- Certificate IV in Training and Assessment (or its equivalent) essential.
- Applications close at 5pm on Monday 15 January 2018
- Interviews 18 & 19 January 2018.
- Email Applications to [arnao@chelt.com.au](mailto:arnao@chelt.com.au)