

LODDON CAMPASPE



MULTICULTURAL SERVICES

POSITION DESCRIPTION

Position:	English as an Additional Language (EAL) Teacher
Tenure:	Permanent part-time, 18 months (maternity leave)
Hours:	22.5 hrs per week
Salary:	In accordance with Educational Services (Post-Secondary Education) Award plus salary packaging options
Reports to:	Manager, Community Programs

Loddon Campaspe Multicultural Services (Multicultural Services) is a leading independent organisation that helps people from migrant and refugee backgrounds build positive lives in regional Victoria. Multicultural Services is a membership-based organisation and the peak body for refugee and migrant groups in Central Victoria. By focusing on people's strengths we are able to develop stronger communities, support other service providers and influence decision makers at local, state and national levels.

Multicultural Services' work sits within 2 program areas:

Community Programs

- Employment Program
- English Program
- Settlement, Engagement and Transition Support (SETS) Program
- Capacity building with multicultural communities

Arts and events

- Zinda Festival
- Art-based projects
- Community cultural events
- Events and activities to support social cohesion

POSITION SUMMARY

LCMS delivers pre-accredited training under the Learn Local program, funded by the Victorian State Government. We deliver training programs for newly arrived and established migrant and refugee communities, with an English as an Additional Language base. Our training programs offer flexible, community based learning in small class sizes that focus on the needs of the specific students in that class. The programs include Mums and Bubs Learn English, Starting Work in Australia, English for Driving and others. The EAL Teacher will use their flexibility, creativity and enthusiasm to deliver training with a genuine focus on student outcomes. The Teacher will also undertake administrative requirements in accordance with the funding contract,

RESPONSIBILITIES

Role responsibilities

- Plan classes and develop resources
- Develop curriculum tailored to the needs of the group
- Deliver high quality education programs
- Supervise and support volunteers and students on placement
- Provide support to regional EAL teachers as needed
- Undertake administrative requirements
- Liaise with guest speakers and community locations for excursions appropriate to the programs
- Promote the Education Program

Organisational duties:

- Work from a culturally sensitive, strength-based framework
 - Participate in training as agreed between supervisor and employee
 - Participate in supervision
 - Participate in organisational meetings and activities
 - Work collaboratively across the organisation to meet community need
 - Undertake other duties as required
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KEY SELECTION CRITERIA

Essential

- Teaching qualification (Bachelor of Education, Master of Education, Master of Teaching, Diploma of Education or Certificate IV in Workplace Training and Assessment)
- Experience teaching English as an Additional Language
- Ability to modify session plans and content to meet individual student needs
- Ability to engage, motivate, support and mentor adults
- Ability to bring creativity, flexibility and enthusiasm into the classroom
- Computer skills, including proficiency in Microsoft Office suite of programs

Desirable

- TESOL specialisation or method within a degree (Teaching, Arts or Applied Linguistics)
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- Experience working with students who are preliterate in first language
 - Experience in VET Sector
 - Experience working in not-for-profit organisations or in community work
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CONDITIONS

- Satisfactory Police check on commencement and as requested by Multicultural Services
 - A current working with children's check
 - A current driver's licence and access to own vehicle during work hours
 - Probation period of 3 months with the option to extend for a further 3 months
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BENEFITS OF WORKING WITH MULTICULTURAL SERVICES

In addition to being part of an organisation that makes a truly positive impact on people's lives, you'll also have access to:

- Salary packaging
 - Family friendly workplace with flexible work arrangements
 - Positive workplace culture and supportive team environment
 - A richly diverse team of staff and volunteers from all around the globe
 - Community focused staff with a shared passion for improving outcomes for migrants and refugees
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