

Position title	English Language Trainer
Award	Educational Services (Post-Secondary Education) Award 2020
Classification	General Staff Level 6.2
Employment type	Casual
Reports to	Community Impact Manager
Position holder	Vacant

Position summary

The Trainer is responsible for the design, development, delivery and support of English Language classes. A trainer must also complete and submit all paperwork directly associated with the delivery of training.

Key responsibilities

1. Prepare and deliver English Language classes. This includes creating lesson plans, finding and creating resources and class materials and setting up engaging learning activities for (newly arrived) migrants enrolled in the classes.
2. Taking into account different learning styles and focusing on Language, Literacy and Numeracy.
3. Encouraging migrant students to feel confident to use basic English Language and communication while actively participating in our local community.
4. Prepare and deliver training in consultation with the Community Impact Manager.
5. Support learners especially if there are language barriers and students need additional assistance.
6. Support our migrant learners to reach their full potential while studying at Centre for Participation.
7. Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Centre for Participation procedures.
8. Work within organisational policies, procedures and relevant legislative frameworks.
9. Undertake other duties and functions as directed, commensurate with current level of skills and classification.

Key selection criteria

Essential

- Demonstrated experience in the teaching and/or training space.
- Demonstrated experience in working with migrant communities.
- Demonstrated networking and communication skills with the ability to develop effective partnerships.
- Excellent verbal and written communication skills including effective listening and clear interpretation.

- Demonstrated computer and word processing skills including proficiency with Microsoft Word and Excel.
- Ability to work with minimal supervision and demonstrate high levels of initiative.
- Demonstrated ability to work effectively as a part of a team and with a diverse range of people and personalities.
- Effective time management and organisational skills with demonstrated reliability to determine priorities and meet deadlines.
- A current Victorian motor vehicle license.
- Desire to strengthen the migrant community.

Desirable

- An understanding of pre accredited and accredited training.
- Experience in student record administration.
- Certificate IV in Training and Assessment
- Bachelor of Education

Personal attributes

- Creative.
- Problem solver.
- Show initiative.
- Collaborative and supportive.
- Flexible.

Conditions of employment

- The position is casual and is subject to continued funding.
- All terms and conditions of employment are in accordance with the Educational Services (Post-Secondary Education) Award and the National Employment Standards.
- The employee agrees to abide by all health and safety rules and requirements, policies and procedures of the employer that may be amended from time to time.
- This appointment is subject to: Current police check, and Current Working with Children Check and relevant COVID-19 vaccinations.

Chief Executive Officer review and approval:

I have reviewed and approve the above position description

Signature: _____ Date: / /

Robbie Millar, Chief Executive Officer

Employee statement

Position Description English Language Trainer

I have read, understand and agree to the above position description.

Name:

Signature: _____ Date: / /