



## POSITION DESCRIPTION

<b>Title:</b>	Teacher: Language Literacy & Numeracy Program
<b>Reports to:</b>	Business Manager Community Programs
<b>Remuneration and Award Classification:</b>	\$ 35 per hour
<b>Employment Status:</b>	Casual - Approximately 16 hours per week
<b>Key Relationships:</b>	<ul style="list-style-type: none"> <li>• DEEWR state contract management</li> <li>• NORTEC Professional Coordinator</li> <li>• NORTEC Administration &amp; Management</li> <li>• Centrelink, Jobs Services Australia Providers</li> <li>• LLNP Independent Verifiers</li> </ul>
<b>Primary Job Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To deliver the program in compliance with LLNP Guidelines including the Australian Core Skills Framework, Key Performance Indicators and the Pre-Training Assessment requirements</li> <li>▪ To assess referrals</li> <li>▪ To provide high standard LLNP training to referred learners</li> <li>▪ To supervise teaching assistants and volunteers</li> <li>▪ Exhibit leadership behaviours and role modelling in alignment to NORTEC's Vision, Mission and Values to both external and internal stakeholders at all times.</li> </ul>

Key Responsibilities	Key Performance Indicators
Deliver LLNP to a high standard	<ul style="list-style-type: none"> <li>- No evidence of failure to meet program guidelines evidenced through private verifiers &amp; DEEWR State Contract Management monitoring visits</li> </ul>
Ensure an adequate referral flow to the particular LLNP class to achieve viable commenced class numbers	<ul style="list-style-type: none"> <li>- Make site visits to local Centrelink staff meetings</li> <li>- Visit each JSA provider site</li> <li>- Increase both of these activities if referrals fail to keep commencement level at agreed level</li> </ul>
Administration	<ul style="list-style-type: none"> <li>- Meet program timeframes for assessments of referrals &amp; commencements</li> </ul>
Contribute to team-based decision making and participate in staff meetings and activities as required	<ul style="list-style-type: none"> <li>- Minimum 80% attendance rate at nominated staff meetings and company development activities as evidenced against recorded minutes or attendance sheets</li> </ul>
Adhere to: <ul style="list-style-type: none"> <li>• Contracted Program guidelines and Codes of Practice</li> <li>• NORTEC Policies and Procedures</li> <li>• NORTEC Vision Mission and Values</li> </ul>	<ul style="list-style-type: none"> <li>- No evidence of non-compliance with Program guidelines and/or Codes of Practice</li> <li>- No evidence of non-compliance with relevant NORTEC Policies and Procedures</li> <li>- No evidence of failure to conduct business and relationships with clients and colleagues according to NORTEC's Vision, Mission and Values</li> </ul>

## **Duty Statement**

### **Assessment:**

- Assess referrals in line with LLNP program guidelines
- Rate in accordance with Australian Core Skills Framework
- Complete a Post Training Assessment when the job seeker leaves or completes the training and complete the Post Training Assessment form

### **Training:**

- Design a program of learning tasks to be completed by each student
- Use materials related to the day to day requirements for language, literacy and numeracy skills, especially related to the work place and the student's vocational interests
- Keep examples of work in order to assess measurable increase in literacy and numeracy competencies within 200 hours of training
- Wherever possible use approved and accredited materials for use in adult literacy and numeracy training
- Use initiative to improvise with training strategies for individual learners to make the learning experience meaningful

### **Administration & Supervision:**

- Use the LNNPIS database to commence and track students through training. Be familiar with the administrative requirements set out in the contract and ensure that NORTEC LLNP management is made aware of any compliance issues that need addressing
- Make regular contact with referral agencies to facilitate the continued flow of referrals. This will involve making face to face contact with employment agencies including Job Services Australia providers, Disability Employment Services and Centrelink
- Provide supervision for support staff:
  - a) to ensure that the training they provide is consistent with the training plan developed for that learner
  - b) that the training methods are appropriate to the client group
- Keep management informed of the performance of the program in terms of referral numbers, learners in training and completions

## **Key Selection Criteria**

1. Minimum Qualifications:
  - i. an undergraduate degree of at least 3 years duration; plus
  - ii. a recognised specialist TESOL qualification or specialist Adult Literacy qualification; plus
  - iii. have at least 100 hours teaching English as a Second Language or Adult Literacy/Numeracy in the past 3 years
2. Excellent literacy skills, spoken and written
3. Good computer skills, proficient in the Microsoft Office programs and internet research techniques
4. Demonstrated ability to work independently
5. Ability to work in a team environment and to supervise staff
6. Ability to empathise with the client group many of whom have a high degree of disadvantage and come from a culturally diverse background
7. Ability to create learning resources relevant to the LLNP

## **Desirable Selection Criteria**

1. Knowledge and experience of working with people with a disability
2. Experience working with a government computer interface.