

## Teachers – Casual, Sydney metropolitan area

Salary - Teaching Scale (Navitas English Enterprise Agreement 2013-2015 Teaching Salaries)

**Navitas English is funded by the government to provide the Adult Migrant English Program (AMEP). We are committed to working with Federal and State Governments, education providers, communities, employers and industry groups to provide the language, literacy and numeracy skills that meet the settlement, study and employment goals of our clients.**

Recruitment opportunities arise throughout the year. If you have the required qualifications and are interested in working in the AMEP, SEE and Distance Learning programs at our colleges across Sydney, including daytime, evening and Saturday's, please send in your application addressing the following criteria:

### Essential Criteria

- Teaching qualifications according to CSWE license requirements (a recognised bachelors degree AND post graduate TESOL + TAE **OR** bachelor with TESOL major which includes 100 hours practicum + TAE)
- Minimum demonstrated IELTS Score 7
- Demonstrated recent contribution to the delivery of client focused teaching and learning and ongoing professional development
- Demonstrated capacity to teach in a blended learning environment
- Demonstrated high level interpersonal, written and verbal communication skills in a multicultural learning environment
- Demonstrated ability to work as part of a team

### Desirable Criteria

Demonstrated knowledge of AQTF principles and methodology incorporating continuous improvement initiatives.

### What we offer

The Navitas Group offers outstanding career opportunities within Australia and abroad, is values driven and is an equal opportunity employer.

### How to Apply

Applicants must submit their CV including 2 referees, covering letter addressing the selection criteria, and the teacher availability form (Attachment A) to [EFSapplications@navitas.com](mailto:EFSapplications@navitas.com). Applicants proceeding to an interview will need to bring a copy of their teaching portfolio to the interview.

Further inquiries may be made by email to [EFSapplications@navitas.com](mailto:EFSapplications@navitas.com). Only people eligible to work in Australia can apply for this position.

Applications close on **Monday 27<sup>th</sup> June at 9:00 am.**

## Navitas English Teacher Availability Form (Attachment A)

Name	Availability						
		Mon	Tue	Wed	Thurs	Fri	Sat
Auburn	AM						
	PM						
Bankstown	AM						
	PM						
Burwood	AM						
	PM						
Campsie	AM						
	PM						
Cabramatta	AM						
	PM						
Fairfield	AM						
	PM						
Hurstville	AM						
	PM						
Liverpool	AM						
	PM						
Parramatta	AM						
	PM						
Sydney	AM						
	PM						

Please indicate your availability for AM or PM classes ☒

## Position Description Teacher

<b>Division:</b>	Professional and English Programs
<b>Business Unit:</b>	English and Foundation Skills
<b>Reports To:</b>	College Management Team
<b>Responsible For:</b>	Provision of high quality development, delivery and evaluation of teaching learning programs for clients

### 1. Overview and Objectives of the Position

#### Overview

The effective development, delivery and evaluation of teaching/learning programs and teaching and assessment practices in accordance with the Standards for NVR Registered Training Organisations 2015 (SNR), and/or the ESOS Act and/or Government contract requirements and National Code.

#### Objectives

- designing and delivering learning programs using a range of methodologies, resources and technologies to meet diverse learning styles and needs
- evaluating and developing resources for teaching and learning
- providing support, advice and guidance to learners
- creating, validating and using appropriate language/literacy and numeracy assessment tools and processes
- maintaining currency of knowledge and skills.

### 2. Key Relationships

- Academic Manager
- Operations Manager
- College teaching and operations staff
- Assessors and Pathway Advisors
- External stakeholders

### 3. Key Result Areas (Areas of Accountability and Responsibility)

#### Client/Relationship Management

Ensures consistent delivery of services to clients by:

- positively shaping the client's first impression of Navitas
- identifying and analysing learner aspirations needs and goals
- planning learning programs which respond to and meet the aspirations, needs and goals of learners
- liaising closely with the college management team to determine the best pathway options for clients
- fostering a positive learning environment to motivate, engage and retain learners
- working as a member of a team and independently
- continually improving use of technology resources and practices
- continually assessing learner progress and achievement
- providing accurate data for recording and reporting of program delivery
- liaising with, and actively promoting, Navitas English's programs, services and expertise in professional forums and to organisations and clients, as required.

### **Reporting and Administration**

Ensure assessment services meet stakeholder and contract expectations by:

- promptly and accurately supplying information to external clients, as required
- maintaining timely and accurate manual and electronic records
- ensuring legislative and contract privacy regulations are understood and implemented
- ensuring client records and personal information are stored securely according to Navitas English privacy policy
- co-operating with other Navitas English staff and external agencies in a way which ensures Navitas English complies with privacy regulations.

### **Professional Development**

Ensures currency of knowledge, skills, materials and modes related to language/literacy and numeracy teaching and assessment by:

- implementing and modelling high standards of work practice and reviewing and critically evaluating own practice
- maintaining up-to-date professional knowledge and skills in the area of TESOL, adult learning, language, literacy and numeracy, as applicable
- participating and contributing to professional and curriculum development programs and taking responsibility for personal professional development
- maintaining up-to-date professional knowledge and skills in the use of technology in the classroom
- continuing to upgrade skills, knowledge and qualifications to meet industry demand/needs
- attending and contributing to college staff meetings to ensure clients' interests continue to be addressed
- contributing to the development and implementation of annual professional and curricula development plans.

### **Other**

- taking reasonable care for the health and safety of staff and students at Navitas English
- cooperating as far as needed to enable Navitas English to comply with regulations involving health, safety and welfare
- carrying out other duties, as reasonably requested.

## **4. Selection Criteria (Qualifications, Skills and Experience)**

### **Essential:**

- A recognised Bachelor degree and Post Graduate TESOL **OR** Bachelor with TESOL major which includes 100 hours practicum (Teaching qualifications according to CSWE license requirements)
- Certificate IV Training and Assessment (TAE)
- Minimum demonstrated IELTS Score 7
- Demonstrated recent contribution to the delivery of client focused teaching and learning and ongoing professional development
- Demonstrated ability to use technology in classroom delivery
- Demonstrated high level interpersonal, written and verbal communication skills in a multicultural learning environment
- Demonstrated ability to work as part of a team.

### **Desirable:**

- Demonstrated knowledge of AQTF principles and methodology incorporating continuous improvement initiatives
- Demonstrated capacity to use Microsoft Office suite