

POSITION DESCRIPTION



ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) TUTOR – LEVELS P AND 1:

Living & Learning Pakenham Inc. (LLP) is a community based Learn Local Organisation that is located in the south-eastern suburbs of Melbourne at Pakenham. The organisation is government funded to deliver pre-accredited programs aimed at informing and engaging community members of all ages and backgrounds who may face barriers to access and participation.

LLP is known for delivering education and pathways programs that support people with low levels of English language, literacy, and numeracy, especially those who have been long-term unemployed or come from backgrounds of disrupted schooling, trauma, marginalisation, and intergenerational disadvantage. LLP aims to provide programs that address gaps in local service provision and support people with complex needs.

The multidisciplinary team at LLP is dedicated to making a positive impact in the community by empowering vulnerable members and promoting social inclusion. LLP's innovative and dynamic approach towards its work reflects a commitment to achieving its vision for a healthy and connected community that thrives on a foundation of justice, equality and social inclusion.

About the Position

LLP is currently seeking job applications from EAL Tutors for the following pre-accredited community education program:

- English as an Additional Language program – English for Living and Working in Australia - Levels P and 1.

Hours

Permanent Part-Time (Mon, Tue, Wed), 15 hours per week

Location

Living & Learning Pakenham Inc. 6b Henry Street, Pakenham

Classification

Educational Services (Post-secondary Education) Award, 2020. (Level 7).

Note: A new enterprise bargaining agreement is underway and may impact this classification.

Primary Duties

Reporting to the Program Manager, the successful applicant will be responsible for preparing and delivering classes focused on English as an Additional Language and carrying out primary duties such as course and session planning, preparation of teaching and learning resources, moderations and assessments.

Key Selection Criteria

Successful candidates must have:

- A Bachelor's degree with Language Other Than English (LOTE) or Teaching English to Speakers of Other Languages (TESOL) specialisation or qualifications
- Certificate IV in Training and Assessment, including Design and develop assessment tools; and, Address adult language, literacy and numeracy skills modules
- Teaching experience, with demonstrated ability to implement best practice in the delivery of nationally recognised training and assessment
- Demonstrated experience and knowledge with the state-based English as an Additional Language (EAL) Framework, guidelines and standards, including the Victorian Registration and Qualifications Authority Guidelines for VET Providers and Australian Quality Training Framework
- Highly developed and proficient teaching and assessing skills, including experience in client assessment, moderation, and validation, and demonstrated experience in delivering learning to students from culturally and linguistically diverse backgrounds, including clients with learning barriers
- High level of verbal and written communication skills in English, and proficiency in digital literacy and technology
- Strong organisational and planning skills with a high level of attention to detail, including self and time management skills

Experience and knowledge in conducting and reporting Pre-Training Assessments and new client assessments will be highly regarded. Experience in the community education sector and willingness to teach across multiple levels of EAL programs would be desirable for this role.

Note: *Living & Learning Pakenham is a child safe organisation that is committed to ensuring the wellbeing of children and young people and protecting them from harm.*

Applicants must either currently hold or be able to obtain a valid Working with Children Check, and a valid Police records check conducted within the past 12 months.

What we offer:

- Flexible, friendly workplace
- Remuneration based on Education Services (Post-Secondary) Award, 2020, depending on qualifications and experience. (*Note: a new enterprise bargaining agreement is under way and may impact classification.*)
- Salary Packaging benefits
- Opportunity for further professional development
- Supportive and inclusive team
- Free parking

If you are interested in this opportunity, please forward a cover letter addressing the selection criteria, and your resume, to: jo@livinglearning.org.au using the subject line: **EAL Tutor Level Pre and Level 1.**

Application closing date is 15 June 2025.

For further information or a confidential discussion, please call **Jo Campos** on **03 5941 2389**

ADDENDUM

PROGRAM DELIVERABLES

Position title:	Pre – Accredited Tutor
Reports to:	Program Manager
Internal Liaisons:	Program Manager, CEO, Office Administration staff, Technical staff
External Liaisons:	Students, industry contacts, program partners

Overall responsibilities
Plan, implement and deliver student focused short courses, as negotiated.
Key Performance Indicators
<ul style="list-style-type: none">• Work independently to plan and deliver courses as negotiated and advertised in Living & Learning Pakenham's program.• Utilise the A-Frame document (A-Frame Course Plan), including identifying resources, training strategies and creating detailed session plans.• Coordinate the administering and collection of student expectations and feedback (A-Frame Learner Plan Form 1 and 2) at the start and the end of the course.• Coordinate the administering and collection of student data via the ACFE Student Satisfaction Survey.• Maintain and update A-Frame documentation as needed.• Complete the A-Frame Course Evaluation template at the conclusion of the course.• Attend an A-Frame moderation session at least once per year.• Contact the office to determine alternative arrangements if you are not available for a scheduled class.• Provide flexibility in delivery to best meet the needs of the class participants.• Maintain records as required including class rolls.• Liaise with administration staff for any course or student specific requirements, information on new students or student cancellations.• Assist with the promotion of the courses providing Living & Learning Pakenham Inc. with course breakdown and information as required.• Undertake professional development for the benefit of your program and participate in staff meetings where possible.• Liaise with administration staff and Program Manager throughout the term of the program as necessary.• If moving furniture within a classroom, replace furniture to original setting.• Other duties and responsibilities may be required.

Specialist Skills and Knowledge
<ul style="list-style-type: none"> • Develop and deliver tailored curriculum that is student focused. • High standard of professional competence in the course content being delivered. • Contribute to creative and innovative problem-solving regarding meeting varying students' needs within time limitations. • Good organisational, interpersonal and communication skills. • Be sensitive and committed to the Living & Learning Pakenham Inc. philosophy, as a not-for-profit organisation, that encourages people to take their own lifelong learning pathway.
Occupational Health and Safety
<ul style="list-style-type: none"> • Create, always maintain and foster a safe work environment. • Ensure students follow safe work practices, procedures, instructions and rules at all times. • Be familiar with the evacuation procedure. • Report any hazards to the office staff. • Report any accident/incident to the manager/office staff.
Risk Management
<ul style="list-style-type: none"> • Be familiar with Living & Learning Pakenham Inc. risk management policy. • Report any incidents that pose a risk to students, staff or visitors to the centre. • Report any damage to property to the office. • Be familiar with Living & Learning Pakenham Inc. relevant policies to your role. • Be familiar with the centre's locking up procedure.
Qualifications and Experience
<ul style="list-style-type: none"> • Experience and qualifications in the relevant subject matter. • Certificate IV in Training and Assessing desirable, previous experience in teaching or completion of the PQF Trainer's course.

To be acknowledged and endorsed upon engagement

Signed in acknowledgement of receipt: _____

Date: _____