

# Job Description

## Teacher: Accredited ELLN

Title	Description
<b>Position Title</b>	Trainer
<b>Purpose of the Job</b>	To plan, deliver, and review training and assessment to meet the identified competency requirements of the target group, to the standard required by the College and external accreditation authorities.
<b>Duty &amp; Role Statement</b>	<p><b>Delivery</b></p> <ul style="list-style-type: none"> <li>• Plan, prepare and deliver courses according to the training package CSWE and/or CGEA.</li> <li>• Provide flexible learning and assessment strategies which will meet the learning needs of a range of students.</li> <li>• Give current course information to students and make sure core and elective units are identified</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Attend and contribute to validation meetings on assessment processes, tools and evidence related to your area of expertise</li> <li>• Attend staff development meetings as required.</li> <li>• Manage your own professional development regarding AQTF matters</li> <li>• Keep current and professionally alert through regular professional development</li> </ul> <p><b>Paperwork</b></p> <ul style="list-style-type: none"> <li>• Complete all record management requirements of your position</li> <li>• Confidentiality: particularly of student records</li> <li>• Version control: make sure you are using the current version of materials: check with VET manager if you are not sure</li> </ul> <p><b>Planning and Review</b></p> <ul style="list-style-type: none"> <li>• Consult with industry for assessment and training design when appropriate</li> <li>• Review the planning, delivery and assessment of each program.</li> <li>• Report on the review as required by the Principal</li> <li>• Contribute to internal reviews and audits when requested to do so</li> </ul> <p><b>Professional Conduct</b></p> <ul style="list-style-type: none"> <li>• Follow the College Code of Practice</li> <li>• Follow the College policies and procedures, as outlined in your handbooks, and available in the office and on the Web site</li> <li>• Follow OHS procedures</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Plan, conduct and review assessment of student competence.</li> <li>• Distribute and explain assessment plans and processes</li> <li>• Inform students about RPL</li> <li>• Inform students about appeals</li> <li>• Design, or assist in the design of assessments</li> </ul>

## The Parramatta College

	<p><b>Student Support</b></p> <ul style="list-style-type: none"> <li>• Inform students of the College Access and Equity policies</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Qualifications in adult LLN (eg post graduate diploma or certificate in Adult Basic Education or TESOL)</li> <li>• Certificate IV in Assessment &amp; Workplace Training BSZ40198+</li> <li>• Regular professional development in             <ul style="list-style-type: none"> <li>- Adult basic education</li> <li>- TESOL</li> <li>- Numeracy education</li> <li>- Linguistics</li> </ul> </li> <li>• An understanding of adult education principles</li> <li>• Demonstrated experience with adult learners</li> </ul>
<b>Accountable to</b>	Accountable to the Principal
<b>Reporting to</b>	Reporting to the ELLN manager
<b>Term of Employment</b>	Employment is casual, for the length of the course. The hourly rate includes a component for preparation, marking, review and assessment.
<b>Wages and Conditions</b>	NSW Community Colleges Tutors Award