

**POSITION TITLE: DIGITAL LITERACY TEACHER 2021****Organisational Relationships:**

- **Reports to:** ESNLC Manager & Education Coordinator
- **Other key relationships/stakeholders:**
  - Learners
  - ESNLC Committee of Management (CoM)

**Employment Type:** Sessional (Casual)

**Hours:** 8-10 hours per week during school term

**Salary:** As per Schedule 3D: Tutors and Teachers (Tutor 2) of NHACE 2016 Agreement

**ORGANISATION OVERVIEW**

Elwood St. Kilda Neighbourhood Learning Centre Inc. (ESNLC) is a lovely people focused, not for profit, community-based organisation that has been providing quality adult education programs, community service and support for over 30 years. The environment we offer staff and members is friendly and relaxed yet dynamic and vibrant.

Our programs cater to the needs of those most disadvantaged in the community, empowering them to overcome educational gaps and social isolation within a supportive environment.

ESNLC is a Learn Local provider and Neighbourhood House. Government funded and low cost places are available in pre-accredited, and general courses that focus on, literacy, vocational skills, English as an additional language and computer skills.

ESNLC also offers internet cafe access, short courses and recreational activities as well as provision of rooms for a wide range of community support groups and clubs.

**ROLE**

The role is part of ACFE pre accredited training delivery and will be delivered during school terms. Course design and curriculum overview will be provided however teacher delivery style and content material will be the responsibility of the teacher.

**Key responsibilities include:**

- **Course Delivery**
  - Ensure there are adequate resources for students to access for course content and quality educational outcomes
  - Ensure there are a variety of teaching methods used to satisfy diverse learner needs
  - Ensure the course plan is delivered every term
  - Keep notes on actual delivery for reference and moderation
  - Keep evidence of learners' work
- **Administration**
  - Follow ESNLC policies and procedures.
  - Provide enrolment forms, attendance sheets and time sheets in a legible, timely manner.
  - Provide relevant ACFE documentation for PQTF (A frames) requirements.
  - Attend staff meetings and course moderation where possible (This will be paid extra hours).
  - Contribute to the promotion and marketing of ESNLC digital literacy courses.

## **KEY SELECTION CRITERIA**

1. Demonstrated knowledge or experience in teaching Digital Literacy.
2. Demonstrated knowledge or experience in the Learn Local or Neighbourhood House Sector.
3. Excellent interpersonal and communication skills, including patience and being friendly.
4. Medium to High level of computer literacy with Microsoft Office and Social Media.

## **POSITION REQUIREMENTS**

### **Mandatory**

- Working with Children Check.
- National Police Record Check prior to appointment.

### **Desirable**

- Post-secondary teaching qualification and experience
- Certificate IV TAE

### **Work Ready**

- Australian citizenship or a work visa that allows the holder in Australia for a minimum of two years.

## **Applications**

Please address your applications to:  
Simone Jamieson- Manager of ESNLC  
manager@esnlc.com.au  
Enquiries: (03) 9531 1954

Applications close: COB Friday 18<sup>th</sup> December 2020.

Interviews held: 21<sup>st</sup> and 22<sup>nd</sup> December, 2020

Appointment: From Term 1, 2021.