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<b>JOB TITLE</b>	ACFE Educator
<b>DATE</b>	19/12/2023
<b>REPORTS TO</b>	Programs Manager
<b>REMUNERATION</b>	SCHADS Award level 2.1 20 Hours per week (Fixed term contract till June 2024)
<b>LOCATION</b>	Swan Hill

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## JOB DESCRIPTION

### Purpose of role

The purpose of this role is to engage and educate culturally and linguistically diverse (CALD) people. The service will provide reading, writing, listening and speaking English as additional language (EAL) activities to CALD groups to enhance their overall language skills. Life-skills will be improved to communicate when using mainstream services, to gain better employment opportunities, and to build participation and interaction amongst each other and within the community. Due to the nature of this service, some out of hours work may be required.

### Main duties and responsibilities

Core objectives include:

- Educate CALD students in English as an additional Language (EAL) ensuring relevant required needs are met within each lesson.
- Provide activities and supports that genuinely interest and engage CALD/ EAL students.
- Follow ACFE/ ACSF framework designed for targeted CALD/ EAL groups
- Assist with the identification of service gaps and community trends, and contribute to the development of the service to meet the changing needs of the community.
- Prepare and plan activities as required.
- Contribute to a monthly written report covering highlights, challenges and outcomes achieved.
- Participate in development and training as required.
- Follow all policies and procedures when organising activities including risk assessments internally and externally where required.
- Meet compliance and legislative requirements.
- Complete attendance sheets, project reports, documentation as required meeting scheduled deadlines.
- Supervise and be responsible for all students during each activity.
- Perform other ad hoc duties as and when required.

**Other duties**

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.  
Fulfil other duties as required by management and other department personnel as requested/required.

**PERSON SPECIFICATION****Qualifications**

- Bachelor/ Dip Ed of Education, preferably with a TESOL qualification. (preferred but not essential)

**Skills & competencies**

- Proven capacity to establish effective working relationships with CALD and NES groups
- High level verbal, written and digital communications skills.
- Demonstrated ability to work independently and within a team to achieve goals.
- Demonstrated understanding of the barriers and issues faced by CALD people within the community
- Strong organisation and time management skills
- Proficient in IT standard software programs, Internet, email, social media and online meeting platforms.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date

