



Position Description

A. Job Specifications

| | |
|----------------------------|---|
| Job Title: | Bible Translation Teacher and Coordinator |
| Department: | Academic |
| Accountable to: | Assistant Principal |
| Commencement Date: | 15 th October 2018 |
| Wage Range: | \$65,000-75,000 |
| Version & Date: | Version 1 8 th May 2018 |

B. Summary of the Position

Nungalinga is seeking to offer the Diploma of Translating in 2019. This position involves the development of the course, teaching intensives at the College and also facilitating unaccredited workshops for translators out in communities. This will involve travel to remote communities on several occasions. The position is funded externally for an initial period of 3 years. After 2 years this will be reviewed and hopefully the programme will be ongoing. The Diploma course that is being offered is a generic course, but it is the intention of the College that the content of the course will be centred on Bible translation.

C. Qualifications and Experience

Essential

- Certificate IV in Training and Assessment including LLN and Assessment units (or willingness to complete)
- Qualifications in linguistics and or translating to at least the level being taught in the Diploma
- Teaching experience preferably with adults
- Cross cultural experience preferably with Aboriginal people from remote communities for whom English is not their first language
- Availability to travel to remote communities for up to 6 weeks per year
- Sense of adventure, enthusiasm and commitment to staying for at least 3 years

Desirable

- SIL Bible translation course especially the unit Principles and Practices of Bible Translation
- Theological qualifications
- Experience in Bible translation projects

- A demonstrated knowledge and understanding of Indigenous societies, and cultures and an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people; and
- A demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation with Indigenous people on matters relevant to the delivery of education services to Indigenous people. (the last two dot points are required by the government on all Nungalinga Position Descriptions)

D. Key Performance Indicators

1. Bible translation training project developed and implemented
 - In consultation with the Principal and Assistant Principal, develop a Delivery Plan for the Diploma of Translating and an overall plan for the translation course and unaccredited workshops for the three year funding period
 - Decide which units from the Training Package or Accredited Course will be taught
 - Ensure that progression through to gaining the Diploma is facilitated
 - Meet government funding requirements
 - Work with funding partners to identify potential co-teachers for intensives
 - Allocate appropriately qualified teachers to teach units
 - Facilitate the development of unaccredited translation workshops for delivery with Bible Translation teams out in community
2. Coordinate the delivery of both accredited and non-accredited aspects of the project
 - Work with the Assistant Principal to ensure the Diploma meets ASQA requirements
 - Provide direction and support to other teachers in the project (both in the accredited and unaccredited components)
 - Monitor student progress and results
 - Report on the progress of the project annually to funding partners
3. Effective teaching of accredited courses
 - Research the content of the course, design lesson plans and assessment materials
 - Plan and conduct lessons and courses in order to meet the requirements of the Accredited Course or Training Package
 - Process results in accordance with college procedures
 - Produce or source resource materials as required
 - Provide feedback to students on their course performance and evidence of learning
 - Select, adapt and develop appropriate teaching strategies for the particular student group and teaching program
4. Meet ASQA requirements in teaching courses
 - Contribute to the administration of teaching programs and complete all administration tasks relevant to teaching programs and ASQA standards
 - To assist and cooperate in the validation of training
 - Assist in project management including design and implementation

5. Facilitate Indigenous learning both in Darwin and back at base communities
 - Ensure that the Indigenous and Christian values of the College are supported in the design and delivery of courses
 - With a focus on world view and collaboration, research remote community needs in areas applicable to program objectives
 - Travel to remote communities to offer unaccredited Bible translation workshops
6. Work in an ecumenical team to provide training to Indigenous Christians
 - Support the ecumenical ethos of the college
 - Work in a team with a variety of theological positions
 - Respect the denominational traditions of students
7. Contribute to and participate in the life of the College
 - Regularly lead chapel services
 - Attend all College meetings
 - Undertake other duties as required

E: Selection Criteria

1. A member in good standing of a Christian church
2. Must have the Cert IV TAE or willingness to obtain
3. Qualifications in translating and or linguistics
4. Experience in Bible Translation processes and teams
5. Significant teaching experience with people from non-English speaking backgrounds
6. Administrative skills
7. Flexibility

F: Police Check and Ochre Card

All staff at Nungalinya are required to pass a Police Check and obtain an Ochre Card (for working with children). This is at the employee's expense and must be applied for at the time of commencing work.

If you cannot satisfactorily pass the Police Check and Ochre Card, you must discuss this with the College prior to commencing employment.