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## POSITION DESCRIPTION

<b>POSITION</b>	Community News Sessional Teacher
<b>PROGRAM</b>	<b>Pre-accredited Education – Community News</b>
<b>EMPLOYER</b>	PRACE – PRACE Board of Management
<b>RESPONSIBLE TO</b>	Community Programs Coordinator
<b>LOCATION</b>	Merrilands Community Centre
<b>CLASSIFICATION</b>	Tutor 2
<b>QUALIFICATION/S OR RELEVANT EXPERIENCE</b>	Qualifications <ul style="list-style-type: none"><li>• Certificate IV in Training and Assessment (TAE) or (preferred)</li></ul> Experience <ul style="list-style-type: none"><li>• Teaching education programs in a community setting</li><li>• Teaching IT (in particular internet and Publisher)</li><li>• Editing and formatting</li></ul>
<b>CONDITIONS:</b>	Fridays 9.30 am to 2.30 pm Salary Packaging available. Police check (mandatory) Working with Children's check (mandatory) Certificate in First aid (desirable) 3-month probation* Refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2010 for all other conditions unless otherwise superseded by the 2016 version.

## ORGANISATIONAL VISION

PRACE strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences. We aim to encourage the concept of lifelong learning and recognise the life experiences that all people bring to the organisation. PRACE will support and advocate on behalf of the community to ensure equitable access to resources and services that will work to strengthen the capacity of all people to participate fully in their community.

## ORGANISATIONAL MISSION

To provide accessible adult education opportunities that support people to learn and share, to participate and grow, and to engage in the life-long adventure of learning and participation.

## ORGANISATIONAL CONTEXT

Preston Reservoir Adult Community Education (PRACE) has over 20 years experience providing innovative and high quality Adult Community Education (ACE) programs. Over this period PRACE has increased

significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments.

PRACE also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 30 community groups who access the Centre. The PRACE program, both education and community development, operates across 2 main sites in Reservoir as well as in a range of other community venues across Darebin.

## POSITION SUMMARY

You will be responsible for teaching a pre-accredited course to a scheduled class. As well as classroom delivery part of your role will be to complete a range of set administrative tasks that enable students to receive recognition for their learning and to meet funding and audit requirements.

This is a partnership program designed in consultation with Corrections Vic. to provide Dept. of Justice clients with the opportunity to develop fundamental employability skills while working on a project that will directly benefit members of the community.

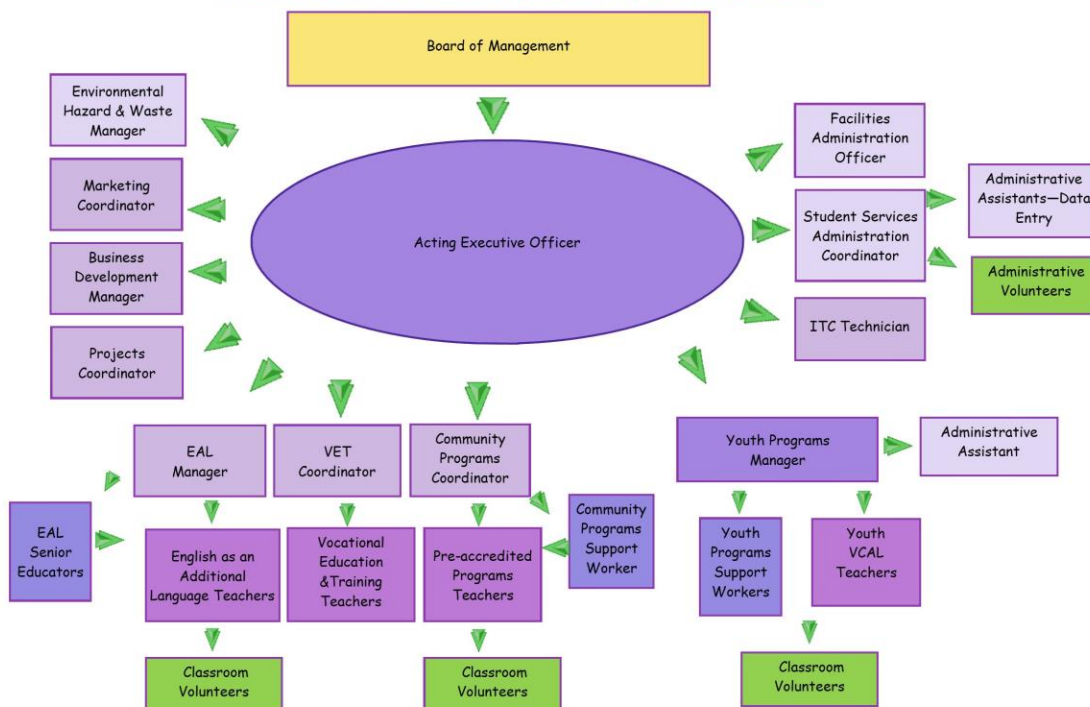
Participants will work as a team to plan and produce a monthly newsletter for the diverse PRACE Community which includes disadvantaged youth, English language learners and learners with mild intellectual disabilities.

Facilitated activities will include researching items of interest to the community (community events, places of interest, recipes, activities), conducting face-to-face interviews for article development and working with appointed 'editor' to prioritise and manage submissions. Learners will be supported in developing appropriate language/communication skills, design and formatting techniques, sharing of ideas and taking responsibility/managing personal workload and team contribution. Training to improve general level / scope of computer literacy (e.g. Word 2013, Photoshop etc) will be incorporated into the program.

Learners will be encouraged and supported to identify areas of personal interest and strength and areas requiring improvement/development to assist pathwaying into further preaccredited and accredited study opportunities. PRACE has appointed a Pathways Support Worker to provide one/one interviews, information, contacts and where appropriate guest speakers to assist with the transition to suitable study, work or volunteer opportunities.

Duration of program: 95 hours

Preston Reservoir Adult Community Education Organisational Structure



## **JOB COMPLEXITY**

PRACE is an Adult Community Education provider in the North Western Metropolitan Region of Melbourne with classes offered across a range of sites within the Darebin area. In this position you will be responsible to the Community Programs Coordinator.

## **KEY RESPONSIBILITIES & DUTIES**

- Use adult appropriate teaching methods and resources in all sessions
- Develop and document curriculum, prepare and deliver lessons based on the students learning needs and goals, referencing to industry (journalism) standards and adult learning principles.
- Ensure curriculum, assessment and program delivery is flexible and inclusive of all students using a range of learning and assessment tasks and tools to address a range of learning styles and needs. Monitor and record student progress, established through a range of assessment practices
- Remain abreast of the current pathway options for students and incorporate into the learning process throughout the course
- Develop and document lesson plans for each course and provide copy for PRACE administration purposes
- Maintain student files, including documentation of learning outcomes as per lesson plans
- Maintain student information including up to date contact details, attendance and notice of withdrawal
- Provide Community Programs Coordinator with relevant information for issue of Certificates of Participation / Achievement at completion of each course
- Maintain and develop one's own professional capacity as an expert adult education practitioner as related to your field of delivery including attending all relevant PRACE professional development sessions
- Contribute organisationally including participating in course and organisational continuous improvement processes, attending relevant meetings and acting within PRACE policies and procedures at all times.

## **SELECTION CRITERIA**

### **Essential:**

- Relevant industry qualifications / experience demonstrating competency skills and knowledge in teaching Publisher and internet (essential) , Microsoft Office, Email (preferred)
- Strong editing and document formatting skills
- Experience teaching flexible and inclusive curriculum that meets a range of student learning styles and needs
- Demonstrated ability to follow complex administrative systems and meet deadlines
- Experience working with disadvantaged and / or disengaged learners

### **Desirable:**

- Certificate IV in Training and Assessment (TAE) or equivalent

## **OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES**

All staff are responsible for the following safe work procedures and instructions:

### **Employees must:**

- comply with the PRACE OH&S Policies and Procedures
- adopt work practices that support health and safety in the workplace
- take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- cooperate with PRACE in relation to activities taken by PRACE to comply with Occupational, Health and Safety and environmental legislation

### **Supervisors are responsible for:**

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant health and safety information in an appropriate manner
- providing adequate supervision through technical guidance and support
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

### **The organisation has a responsibility to:**

- provide a work environment which meets OH&S legislative requirements
- regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

## **EQUITY AND DIVERSITY**

PRACE is committed to equal opportunity in education, employment and welfare for staff and students.

PRACE and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

## GOVERNANCE

PRACE is governed by a Board of Management with strong representation for all key operational areas.

PRACE's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board of Management is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board of Management.

*As a fixed term sessional teacher with Preston Reservoir Adult Community Education, I agree to undertake the above duties and to follow PRACE Policies and Procedures at all times.*

Teacher's Signature:

Date:

Coordinator's Signature:

Date: