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POSITION DESCRIPTION

POSITION	Sessional teacher – Fixed Term
PROGRAM	Certificate III in Education Support
EMPLOYER	PRACE – Board of Management
RESPONSIBLE TO	VET Coordinator, PRACE Executive Officer
LOCATION	Training venues in Melbourne's North - as timetabled
CLASSIFICATION	Classification Teacher 3.2 (<i>Neighbourhood Houses & Adult Community Education Centres 2016 Collective Agreement</i>)
QUALIFICATION/S OR RELEVANT EXPERIENCE	<ul style="list-style-type: none">➤ Relevant industry experience in the Education Support sector - preferably <i>Primary, Secondary or Special Needs Schools</i>➤ Teaching Degree or Bachelor/Graduate Diploma of Education➤ Qualifications / current skills & knowledge demonstrating competency in the units contained within the Certificate III in Education Support qualification (CHC30213)➤ Certificate IV in Training & Assessment (TAE40110) or its successor
CONDITIONS	Refer to the Contract of Employment for salary, employment conditions and teaching days and times. Salary Packaging available. Police check (mandatory) Working with Children's check (mandatory) Certificate in First aid (desirable) 6-month probation*

**Not applicable for staff employed in the previous year with PRACE*

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

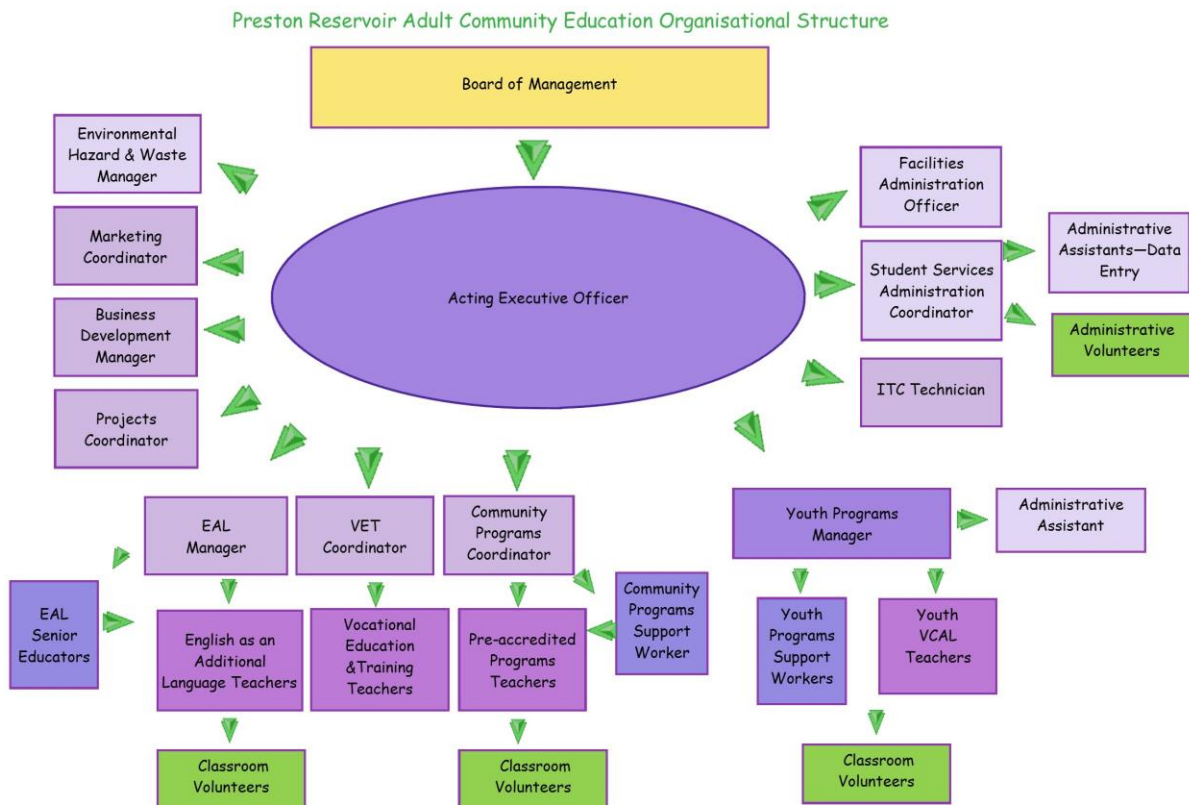
ORGANISATIONAL MISSION

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 delivering Education Support accredited curriculum to scheduled classes. As well as classroom delivery part of your role will be to complete a range of set administrative tasks that enable students to receive a qualification and for PRACE to meet funding and audit requirements. The VET Program is made up of a team of teachers who meet regularly to discuss program and curriculum development, innovation and requirements.

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. As a VET teacher you will report to the VET Coordinator.

KEY RESPONSIBILITIES & DUTIES

Teaching

- 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 accredited curriculum, current theories of language acquisition 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 ensuring students are given the opportunity within class to achieve credentials under the Certificate III in Education Support and validated Certificate III in Education Support assessment tasks and relevant funding body requirements.
- Complete employment, student and program administrative requirements within given timeframes and assist VET Coordinator to meet compliance and contractual obligations.
- Monitor and follow up on student attendance on a weekly basis, documenting contact and outcomes.
- Participate and contribute to continuous improvement processes for PRACE as an employer, charity, government funded training provider and registered training organisation (RTO), identifying continuous improvement opportunities, participating in meetings as well as giving and obtaining regular feedback from students and industry representatives.

Student Practical Placements

- Coordinate pre-accredited course student placements with employers in regards to
 - a. Recruitment and selection host employers where necessary
 - b. Matching students with host employer
 - c. Prepare the host employer for the placement
 - d. Prepare students for placement
 - e. Ensure placement agreements are signed by all parties for each placement
 - f. Undertake post placement administration

General

- Support PRACE safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Maintain and develop one's own professional capability as expert VET practitioners as related to Certificate III in Education Support service delivery.
- Contribute organisationally including attending team meetings, participate in combined planning of curriculum, where more than one teacher is working in a particular program, act within PRACE policies and procedures at all times.

SELECTION CRITERIA

Essential:

- Relevant industry experience in the Education Support sector - *preferably Primary, Secondary or Special Needs Schools*
- Teaching Degree or Bachelor/Graduate Diploma of Education
- Qualifications / current skills & knowledge demonstrating competency in the units contained within the Certificate III in Education Support qualification (CHC30213)
- Certificate IV in Training & Assessment (TAE40110) or its successor

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: