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POSITION DESCRIPTION

POSITION	VCAL Program Coordinator
PROGRAM	PRACE College (Independent School)
EMPLOYER	PRACE – Board of Management
RESPONSIBLE TO	PRACE Youth Programs Manager (Assistant Principal)
LOCATION	Merrilands Community Centre
CLASSIFICATION:	Neighbourhood Houses & Learning Centres Collective Agreement - Adult Education Officer 6
QUALIFICATION/S OR RELEVANT EXPERIENCE:	Appropriate tertiary teaching qualification Certificate IV in Assessment & Workplace Training Demonstrated experience in working with young people in an alternative educational setting Demonstrated experience teaching and coordinating the delivery of VCAL
CONDITIONS:	<ul style="list-style-type: none">• Full time ongoing– 38 hours per week• 6 month probation period• Police check (mandatory)• VIT Registration (mandatory)• Salary \$94,000 p.a. (plus 9.5% superannuation.)• Salary packaging available

ORGANISATIONAL CONTEXT

Preston Reservoir Adult Community Education (PRACE) has over 20 years' experience providing innovative and high quality adult community education programs. Throughout 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 within the Northern Metropolitan area.

PRACE College

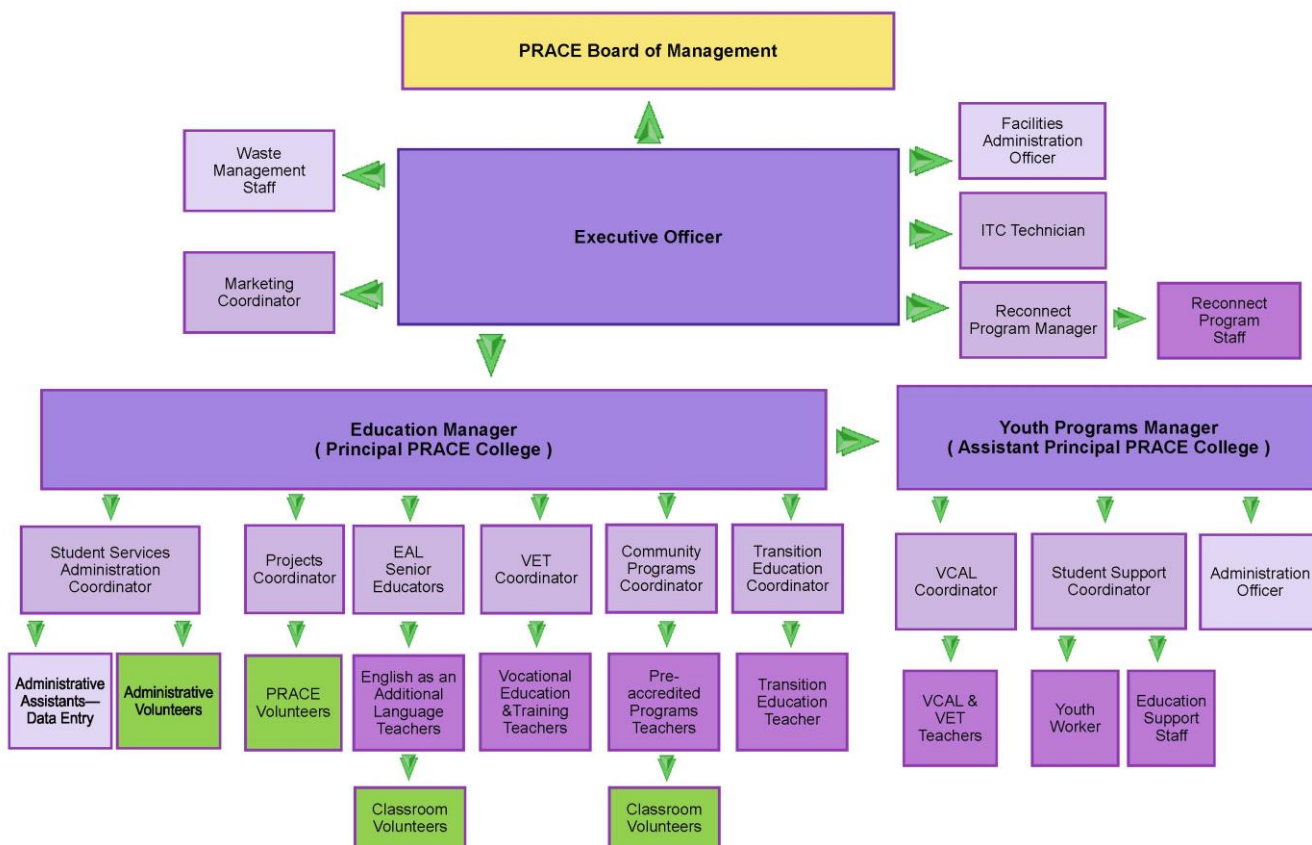
In 2017 PRACE became registered as an independent school. The school program area of PRACE is called PRACE College and has up to 50 students in any one year. As a senior secondary school only years 11 and 12 are provided via the Victorian Certificate of Applied Learning (VCAL), levels Foundation and Intermediate.

PRACE College’s educational philosophy is intricately linked to PRACE’s vision, mission and values. PRACE College strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences that ensure equitable access to resources and strengthens the capacity of all young people to participate fully in their community and society overall.

We believe that all young people should be able to positively engage in education regardless of their life circumstances and barriers to learning. Education should not just focus on academic attributes but on the whole person, providing active support for their social and emotional development and their immediate living circumstances while supporting the development of knowledge and skills required to successfully contribute to a prosperous, equitable and socially inclusive society.

In doing so, PRACE aims to provide relief for young people of such human poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion, unrestricted by gender, race, sectarian belief or political ideology for the betterment of the quality of life of the disadvantaged in the community.

Preston Reservoir Adult Community Education Organisational Structure 2018



POSITION SUMMARY

The context of this role is to ensure the successful operation and implementation of the VCAL curriculum for PRACE College.

This position is responsible for supporting the Youth Programs Manager, as Assistant Principal of PRACE College, in leadership, curriculum development and administration of the School.

JOB COMPLEXITY

As the VCAL Coordinator you will be responsible for leading a small team of teachers in the delivery of the VCAL program to 3 classes of students. Incorporated in this role is staff leadership, support and management, as well as student support in concert with the PRACE College team. This team consists of teachers, youth workers, education support staff, administration staff, the Student Support Coordinator, the PRACE Youth Programs Manager (Assistant Principal), and the PRACE Education Manager (Principal). Working as an active team member is a key component of this role.

Your concern for quality standards is also a key component of this role in that you will be responsible for VCAL Quality Assurance as well as assisting the PRACE Youth Programs Manager (Assistant Principal) with a range of compliance administrative tasks to ensure PRACE meets its funding and registration requirements as a school.

DUTIES AND RESPONSIBILITIES

Service Delivery

- Support the Youth Programs Manager in coordinating PRACE College programs and related projects.
- Adequately resource the pre-accredited program through the recruitment and induction of suitably qualified teaching staff as per the PRACE Staff Recruitment Policy and Procedure and the Staff Induction Checklist.
- Oversee student enrollments and overall participation including:
 - a. Course information provided to prospective and enrolled students
 - b. Initial assessment/interview and placement (where required)
 - c. Strategies for the reduction of absenteeism and withdrawals
- Oversee allocated program resource and professional development budgets as well as relevant project budgets.
- Develop VCAL teaching and learning materials as required.
- Provide teaching backfill as required.

Staff Supervision and Leadership

- Together with the Youth Programs Manager (Assistant Principal), undertake HR recruitment processes ensuring the attraction, retention and development of high quality, passionate teaching staff.
- Supervise teaching, and where relevant, project staff related to PRACE College through formal and informal supervision arrangements including undertaking performance appraisals.
- Actively support and advocate for own and staff professional development opportunities aligned with PRACE College.
- Work with the Principal and Assistant Principal to implement *The Australian teacher Performance and Development Framework*.

Funding & Compliance Administration

- Ensure appropriate study and attendance procedures for students are being followed.
- Maintain and complete VCAA compliance requirements through Quality Assurance documentation and coursework moderation.
- Work with administrative staff to ensure accurate entry of data in VASS and organisational databases.
- Assist with commonwealth and state funding reporting requirements including NCCD data and evidence, census, SES data, CSEF (Camps, Sports, Excursions Fund) forms, VIT reporting.
- Participate in internal quality audits and assist in preparation for external audits as necessary.

Student Support

- Provide a child safe environment in accordance with the child safe standards.
- Provide supervision to students during breaks as required.
- Communicate regularly with support staff regarding student welfare needs and refer students to support staff as necessary.
- Establish professional, caring teacher-student relationships that engender student learning.

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

SPECIALIST SKILLS AND KNOWLEDGE

- Set priorities, manage own time, plan and organise own work within agreed timelines.
- Achieve objectives within set time frames and budgets.
- Ability to work within, and assist in the development of, the organisation's Code of Practice, Policies and Procedures, strategic and business plans and contribute to continuous improvement.

Interpersonal skills

- Ability to communicate orally and negotiate effectively with a wide variety of people to gain co-operation and assistance from members of the public and other workers.
- Ability to lead by example by acting with a high degree of professionalism.
- Ability to work independently and in teams / groups.
- Ability to supervise and support others.
- Commitment to social justice principles.

SELECTION CRITERIA

- Appropriate tertiary teaching qualification.
- Demonstrated experience in the delivery and coordination of VCAL in a community education environment.
- The ability to supervise and support teaching staff.
- Proven ability to design and implement quality administrative and compliance systems.
- Demonstrated knowledge of current issues affecting young people and a proven ability to build relationships with this target group.
- Excellent teamwork skills.

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.

TO APPLY

Please submit Resume and Selection Criteria as part of your application. You must address **all** of the selection criteria in the position description to be considered for the position.

Application to be submitted to Jane Davey, Assistant Principal at jane@prace.vic.edu.au

If you require a confidential discussion around this opportunity, please contact Jane Davey on 462 6077.

Applications close: **5.00pm Monday 27TH November, 2017**