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## POSITION DESCRIPTION

<b>POSITION</b>	VCAL Teacher
<b>PROGRAM</b>	PRACE College (Independent School)
<b>EMPLOYER</b>	PRACE – Board of Management
<b>RESPONSIBLE TO</b>	VCAL Coordinator & the Assistant Principal
<b>LOCATION</b>	Merrilands Community Centre
<b>CLASSIFICATION:</b>	On appointment, an employee will be classified and placed on the appropriate level on the salary scale as per clause 14 of the —Educational Services (Teachers) Award 2010.
<b>QUALIFICATION/S &amp; EXPERIENCE:</b>	Teaching qualification with VIT registration (mandatory), Experience teaching all strands of VCAL (mandatory)
<b>CONDITIONS:</b>	Part-time ongoing - 22 hours per week – Monday to Friday during school terms (11 hours teaching per week + 11 hours associated teaching administration and planning plus other duties). Start Date – Monday the 29 <sup>th</sup> of January, 2018. Hours must be worked during school terms as determined by the Victorian Government School Terms. Annual Salary - \$70,619.80 to \$90,000 (prorata) depending on level of experience. Additional planning/administration time allocated (11 per week planning/administration for 11 hours of teaching) VIT Registration (mandatory) Police check (mandatory) Certificate in First aid (desirable) 6-month probation All other conditions are as per the Educational Services (Teachers) Award 2010.

## ORGANISATIONAL CONTEXT

Preston Reservoir Adult Community Education (PRACE) has a 20-year history of 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 within the Northern Metropolitan area.

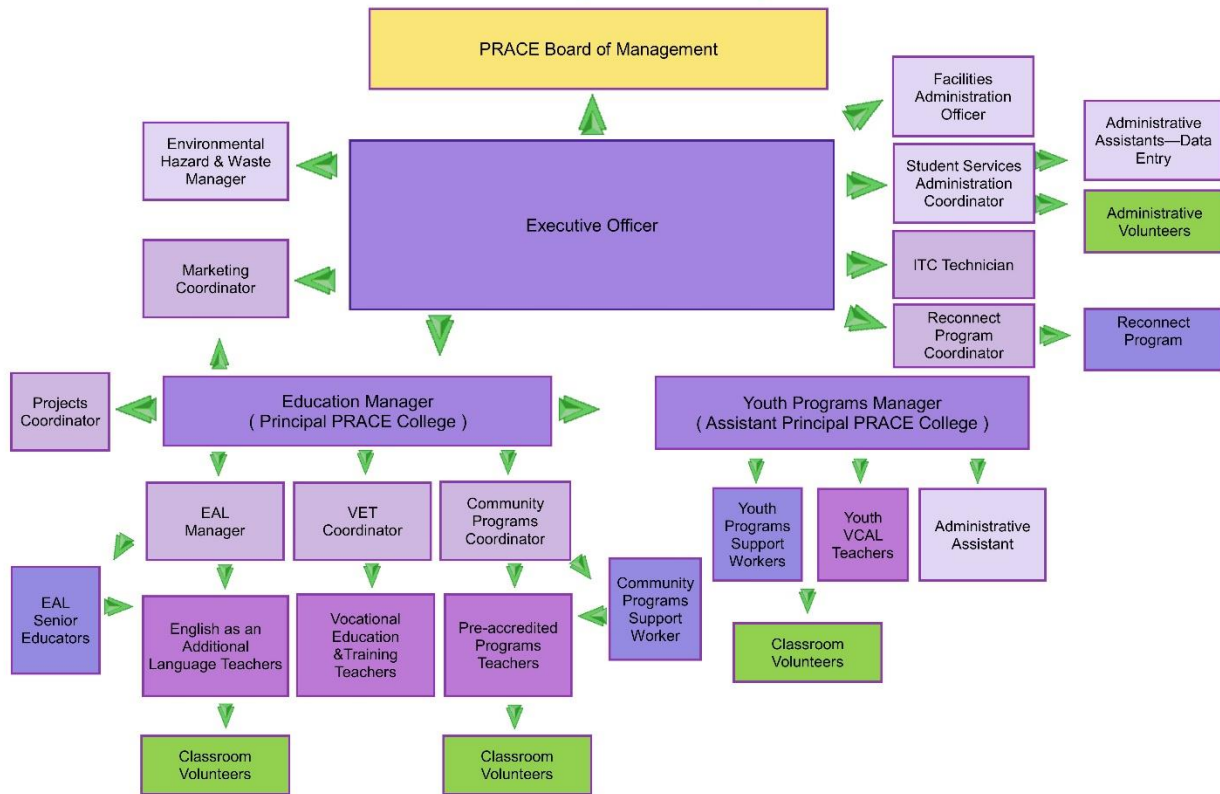
In 2017 PRACE became registered as an independent school. The school program area of PRACE is called PRACE College and has up to 50 students in any one year. As a senior secondary school only years 11 and 12 are provided via the Victorian Certificate of Applied Learning (VCAL), levels Foundation and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



## **POSITION SUMMARY**

The VCAL teacher will be required to lead and inspire students and deliver excellent, contract-compliant programs that enable the students to achieve a Senior Secondary qualification within an Adult Community Education environment.

The role requires teaching across all strands of the VCAL class at PRACE in both Foundation and Intermediate levels. You will be responsible for designing, writing and delivering an integrated VCAL program.

Funding for the VCAL program comes from the Department of Education through school grants. The delivery takes place at PRACE head office site; Merrilands Community Centre.

## **JOB COMPLEXITY**

One of PRACE's key program areas is VCAL. We offer the program to young people who have left the mainstream educational setting. Most of our students deal with complex and significant issues outside the classroom. LL&N are at various levels within the cohort.

The VCAL teacher reports to both the VCAL Coordinator and the Youth Programs Manager (Assistant Principal), and is part of the PRACE College team. It is essential that the team works together to achieve desired outcomes for the students and the organisation.

## **DUTIES AND RESPONSIBILITIES**

### **Teaching & Assessment**

- Have the content knowledge and pedagogical practice to meet the diverse needs of all students
- Model exemplary classroom practice and engage in critical reflection of your practice
- Develop and document an integrated VCAL curriculum and assessment tasks
- Prepare and deliver lessons that are flexible and inclusive of all students learning styles, needs and goals.
- Implement effective student management consistent with the PRACE's policies, procedures and values.
- Monitor and record student progress, established through a range of assessment practices and strategies ensuring students are given the opportunity within class to achieve credentials that meet VCAL curriculum qualification requirements.
- Participate in combined planning of curriculum, staff meetings and work collaboratively with VCAL teachers, administration and support staff

### **Administration & Compliance**

- Complete all employment, student and program administrative requirements within given timeframes and assist Youth Programs Manager (Assistant Principal) to meet compliance, registration and contractual obligations, including VCAA Quality Assurance documentation
- Monitor and record student progress, established through a range of assessment practices ensuring students are given the opportunity within class to achieve credentials that meet VCAL curriculum qualification requirements.

- Monitor and follow up on student attendance on a weekly basis, documenting contact and outcomes.

### **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

### **General**

- Support PRACE safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Ensure continued familiarity with PRACE policies, procedures and Strategic Plan as relevant to position
- Work in concert with all PRACE staff to realise PRACE's values, mission, vision and PRACE's College's school philosophy

***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.***

### **SELECTION CRITERIA**

- Understanding of learning theories and delivery styles appropriate to an alternative learning environment, including learning disabilities, intellectual disabilities, mental health disorders and substance abuse.
- Extensive experience in developing an engaging and integrated curriculum covering Foundation and Intermediate strands of the VCAL certificate
- Ability to integrate I.C.T. into teaching & learning practices.
- Highly developed administrative & organisational skills.
- Capacity to meet requirements of the relevant accredited courses, VCAA & VRQA school registration and VCAL registration compliance requirements
- Highly developed communication skills that demonstrate a capacity to engage with staff, students, networks and partners.

## **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 eligible.

Application to be submitted to Jane Davey, Assistant Principal at [jane@prace.vic.edu.au](mailto:jane@prace.vic.edu.au)

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

Applications close: **Monday 27<sup>TH</sup> November, 2017**