



POSITION DESCRIPTION

POSITION	Education Support Worker – Fixed Term 12 Months – Part Time
PROGRAM	PRACE College (Independent School)
EMPLOYER	PRACE – Board of Management
RESPONSIBLE TO	Student Support Coordinator
LOCATION	Merrilands Community Centre
CLASSIFICATION:	Adult Education Officer 4, Neighbourhood Houses and Learning Centres Workplace Agreement 2016
QUALIFICATION/S & RELEVANT EXPERIENCE:	Certificate III in Education Support or similar, and experience in an education support role preferably with students aged 15-18
CONDITIONS:	<ul style="list-style-type: none">• Part-time ongoing - 22 hours per week – Monday to Friday during school terms.• Start Date – Monday the 29th of January, 2018• Hours must be worked during school terms as determined by the Victorian Government School Terms• Hourly rate is 4.1 to 4.3 (\$24.7 to \$26)• Police check (mandatory)• Working with Children's check (mandatory)• Certificate in First aid (desirable)• 6-month probation• Preston Reservoir Adult Community Education (PRACE) is a respondent to the Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016

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 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

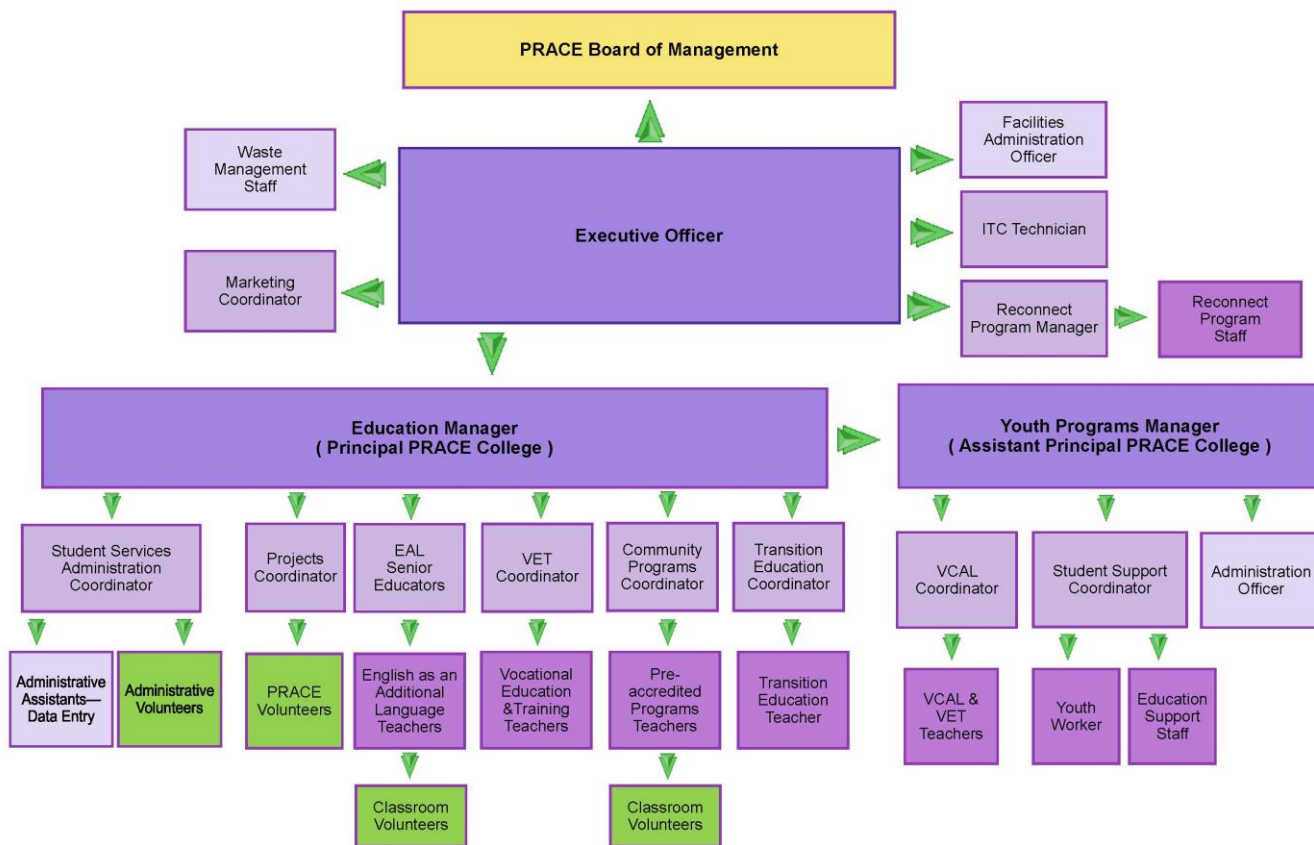
only years 11 and 12 are provided via the Victorian Certificate of Applied Learning (VCAL), levels Foundation and Intermediate.

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 education support worker will assist the teachers in the VCAL program and work with the students to enable them to participate more fully in the program.

JOB COMPLEXITY

As an Education Support Worker at PRACE College you will work closely with VCAL students to support classroom teachers and maximise student outcomes. You will report directly to the PRACE College Student Support Coordinator and work as part of the PRACE College Team. This team consists of teachers, youth workers, education support staff, administration staff, the VCAL Coordinator, the Student Support Coordinator, the PRACE Youth Programs Manager (Assistant Principal), and the PRACE Education Manager (Principal). The students at PRACE College have exited mainstream education and most are dealing with complex and significant issues. PRACE College offers a caring and supportive environment so that the students have an opportunity to succeed.

DUTIES AND RESPONSIBILITIES

- To support the teacher in maintaining a supportive learning environment.
- Work with students who need extra support in class.
- To support the teacher in program delivery where requested, including leading recreation activities.
- To participate in the evaluation of the Youth Program where requested.
- To attend all relevant professional development sessions, staff meetings and moderation sessions throughout the year.
- To provide support and supervision to students during break times, where necessary.
- To provide individual support and/or guidance to individual young people where needed.
- Work as part of the youth programs team.
- To ensure continued familiarity with PRACE policies, procedures and Strategic Plan as relevant to position.

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

1. Certificate III in Education Support or equivalent.
2. Capacity to undertake education support tasks across a range of functions within a school environment and the capacity to provide support and/or attendant care to students where necessary.
3. Demonstrated capacity to be an effective team member and to work cooperatively with a range of people including teachers, education support staff, coordinators and students.
4. Demonstrated proficiency in administrative skills, including the use of office systems, software or technical equipment as relevant to the position.
5. Demonstrated ability to work successfully in a small team and within an organisation's philosophy and values.

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

If you require a confidential discussion around this opportunity, please contact Libby Barker on 9462 6077.

Applications close: **5pm Friday 12TH January, 2018**