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POSITION DESCRIPTION

POSITION	Teacher Certificate I in Transition Education,
PROGRAM	22301VIC Certificate I Transition Education Teaching - Tuesdays & Fridays 9.30am to 3.30pm (12 hours)
EMPLOYER	PRACE – Board of Management
RESPONSIBLE TO	Education Manager
LOCATION	Merrilands Community Centre
CLASSIFICATION:	Teacher 2, increment dependent on years of relevant* experience. -
QUALIFICATION/S OR RELEVANT EXPERIENCE:	Bachelor of Education with a Special Education specialisation area: <ul style="list-style-type: none">• Graduate Diploma in Special Education• Masters degree which includes a Special Education specialisation such as:<ul style="list-style-type: none">○ Master of Special Education○ Master of Education (Special Education needs) <p>OR</p> <ul style="list-style-type: none">• demonstrable expertise in teaching in the special education field <p>Such as</p> <ul style="list-style-type: none">• evidencing relevant knowledge of theories, methods and practices in teaching learners with a range of intellectual disabilities through a combination of activities such as:<ul style="list-style-type: none">○ ongoing relevant professional development○ engagement with disability teacher networks○ peer review of teaching / third party report detailing performance○ documented relevant teaching experience <p>AND</p> Certificate IV in Training and Assessment (TAE)
CONDITIONS:	Fixed Term Sessional* Hourly rate \$26.39 to \$31.33 depending on increment* x 18 hours per week (12 teaching + 6 teaching-associated admin). Hours must be worked during school terms as determined by the Victorian Government School Terms. Salary Packaging available. Police check (mandatory) Working with Children's check (mandatory) Certificate in First aid (desirable) 6-month probation <small>*Refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions.</small>

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

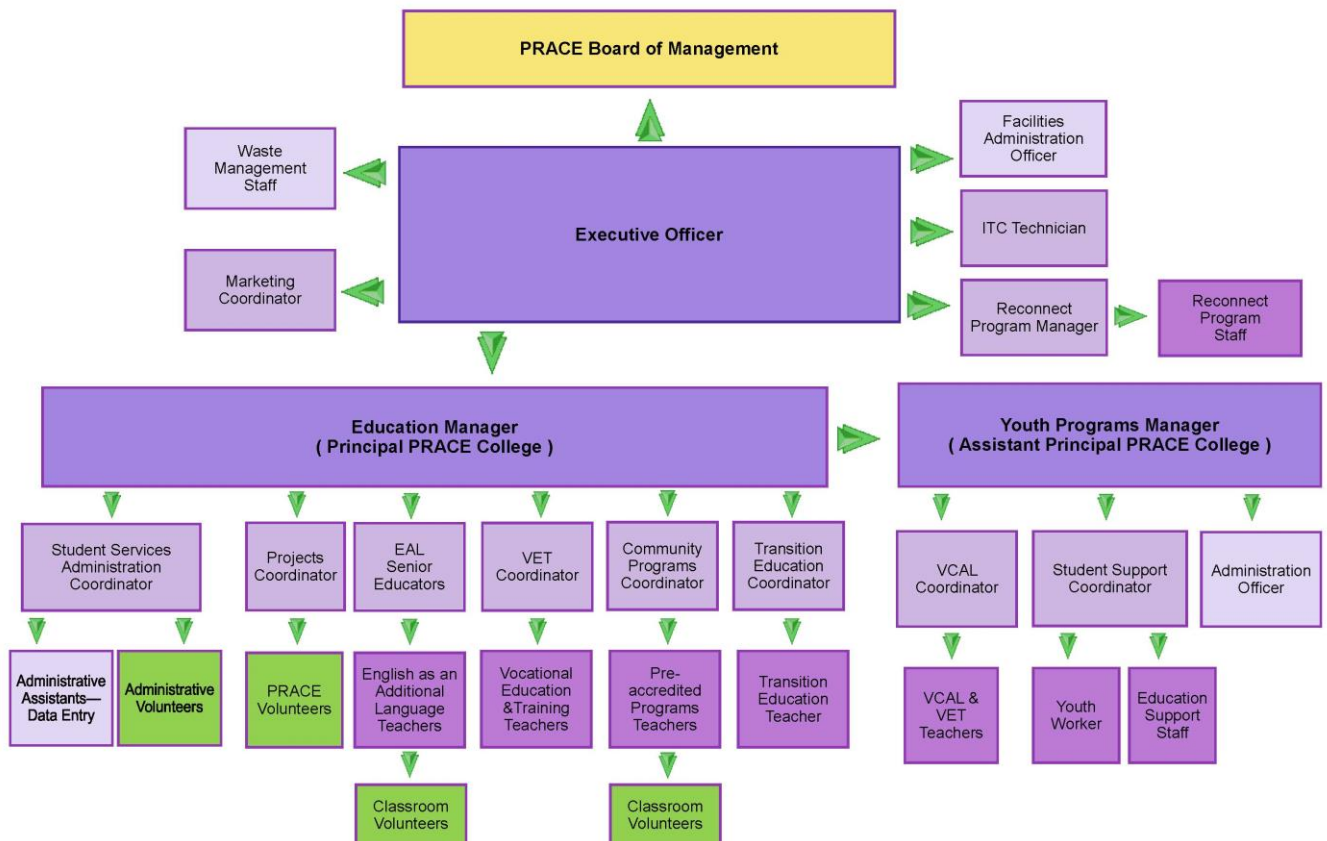
To provide accessible adult education opportunities that support people to learn and share, to participate and grow, and to engage in the life-long adventure of learning and participation.

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.

Preston Reservoir Adult Community Education Organisational Structure 2018



POSITION SUMMARY

As a teacher of the Certificate I in Transition Education, you will be responsible for delivering the accredited curriculum to one or more particular 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.

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 the teacher of the Certificate I in Transition Education you will liaise with parents when required and will report to the Education Manager. You may also be required to develop industry contacts and relationships for referral purposes as well as program feedback and continuous improvement.

KEY RESPONSIBILITIES & DUTIES

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 syllabus, 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.
- 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.
- Develop and/or source assessment tasks that are meet accredited curriculum, AQTF and VRQA requirements, as well as PRACE policies and procedures.
- Employ assessment practices and strategies that ensure students are given the opportunity within class to achieve assessment tasks that meet accredited curriculum requirements.
- Participate in staff meetings and work collaboratively with the other PRACE teachers, administration and support staff.

Administration & Compliance

- Complete employment, student and program administrative requirements within given timeframes and assist PRACE in meeting AQTF, VRQA and Skills First contractual obligations.
- 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 I in Transition Education and in accordance with the requirements of the qualification and relevant funding body requirements.
- Monitor student attendance on a daily basis, communicating with administration staff as necessary.

Student Support

- Communicate with your supervisor and/or admin staff regarding student welfare needs and refer students to support as necessary.

- Establish professional, caring teacher-student relationships that engender student learning
- Liaise with parents regarding student behaviour and participation as necessary.
- Develop strategies to enhance student learning, particularly with regard to students who need additional support to achieve accredited curriculum learning outcomes.
- Apply special provision and reasonable adjustment in assessment in line with PRACE procedures.

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
- Maintain and develop one's own professional capability as an expert VET practitioner as related to education delivery to people with a disability.

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

Essential:

1. Demonstrable qualification and/or expertise in teaching in the special education field
2. In depth knowledge of theories, methods and practices in teaching learners with a range of intellectual disabilities
3. Current knowledge of VET sector compliance, contract and legislative requirements to meet organisational obligations
4. High level of verbal and written communication and ability to communicate effectively with a wide range of people
5. Demonstrated ability to follow complex administrative systems and meet deadlines

Preferred:

1. Experience in developing and managing industry partnerships

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.

HOW 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 Libby Barker, Education Manager at libby@prace.vic.edu.au

Applications close: **5.00pm Friday, 6th April, 2018**