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POSITION DESCRIPTION

POSITION	Pre-accredited Teacher
PROGRAM	Pre-accredited Education – Carpentry Trade Taster and Work with Wood
EMPLOYER	PRACE – PRACE Board of Management
RESPONSIBLE TO	Community Programs Coordinator
LOCATION	Merrilands Community Centre
CLASSIFICATION	Tutor 2*
QUALIFICATION & RELEVANT EXPERIENCE	A Trade Qualification in Carpentry and/or extensive industry experience Formal teaching qualification / experience. Experience working with low level literacy in a community setting. Experience working with mild intellectual disability an advantage. Basic IT skills. Certificate IV in Training and Assessment (TAE) or equivalent (desired)
CONDITIONS:	Sessional* See Contract of Employment for days/times & pay rates 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** Refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016 for all other conditions

** As defined by the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2016*

***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

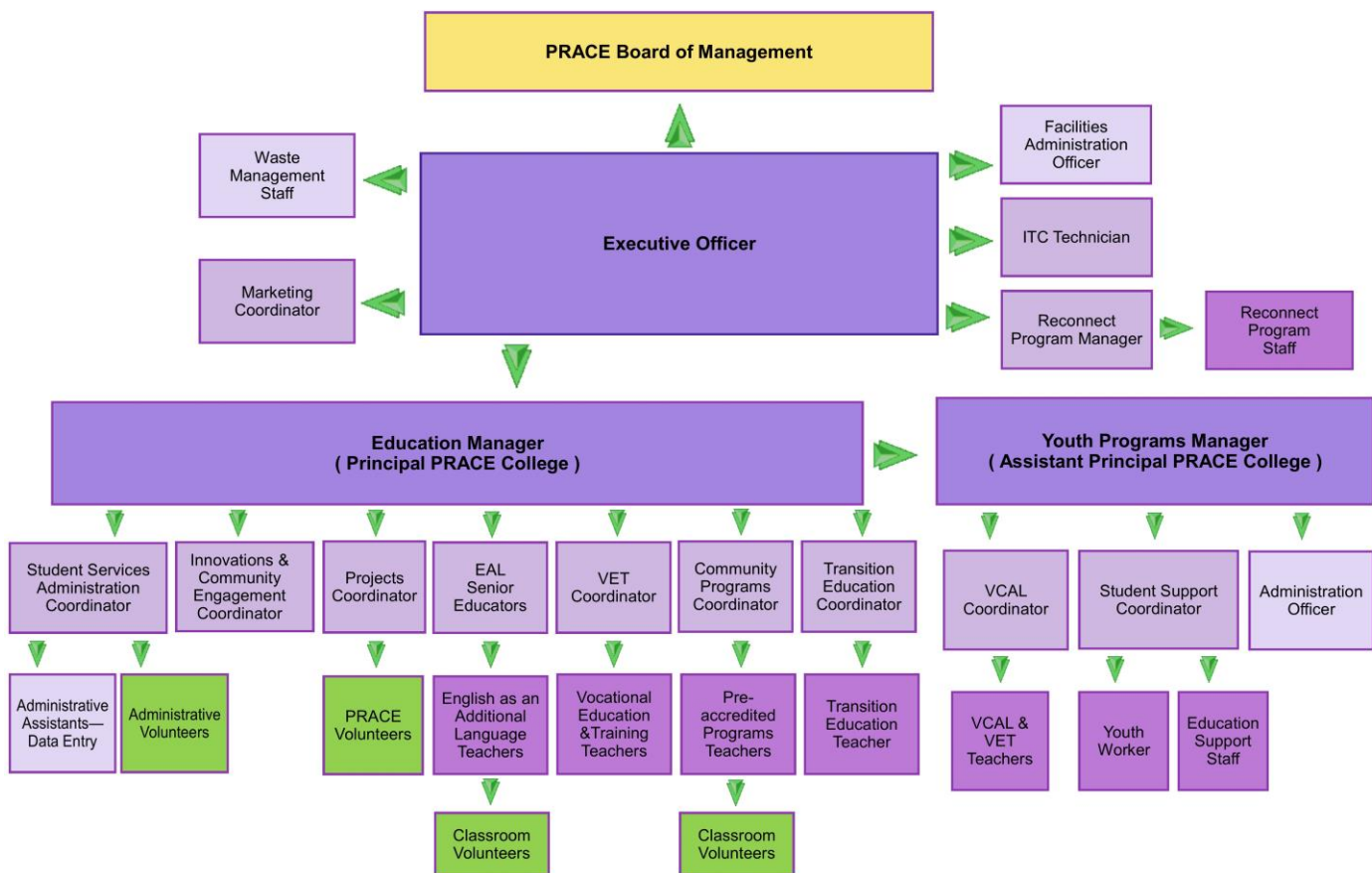
increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments.

PRACE currently is a:

- Learn Local provider - delivering adult education and training programs through ACFE;
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- Independent School

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 Reservoir as well as a range of other community venues in Darebin and Whittlesea.

Preston Reservoir Adult Community Education Organisational Structure



POSITION SUMMARY

You will be responsible for teaching a pre-accredited course to a scheduled class. As well as classroom delivery, part of your role will be to complete a range of set administrative tasks that enable students to receive recognition for their learning and 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. In this position you will be responsible to the Community Programs Coordinator.

KEY RESPONSIBILITIES & DUTIES

You will be responsible for teaching the pre-accredited trade taster course (carpentry focus) and Work with Wood course. Course session plans, learner resources, assessment tasks and materials will be provided for the Carpentry taster course. As well as classroom delivery, part of your role will be to give feedback and participate in evaluation of course materials post-delivery.

Teaching & Assessment

- Have the content knowledge and pedagogical practice to teach pre-accredited programs
- 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 the ACFE A-Frame 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.
- Participate in combined planning of curriculum, staff meetings and work collaboratively with the pre-accredited team, other PRACE teachers, administration and support staff.

Administration & Compliance

- Complete employment, student and program administrative requirements within given timeframes and assist the Community Programs Coordinator to meet ACFE contractual obligations.
- Monitor and record student progress, providing outcome information at the end of the course.
- Monitor student attendance on a daily basis, communicating with your coordinator or administration staff as necessary.

Student Support

- Communicate with the Community Programs Coordinator 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
- Develop strategies to enhance student learning, particularly with regard to students who need additional support to achieve learning goals and outcomes.

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 expert teaching practitioner as related to your area of course delivery.

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:

- Relevant industry qualifications / experience demonstrating competency skills and knowledge in teaching the carpentry trade
- Relevant teaching qualifications demonstrating competency skills and knowledge
- Basic IT skills
- Experience teaching flexible and inclusive curriculum that meets a range of student learning styles and needs
- Demonstrated ability to follow set administrative systems and meet deadlines

Desirable:

- Certificate IV in Training and Assessment (TAE) or equivalent

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 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: