

## POSITION DESCRIPTION

<b>POSITION</b>	Education Support Worker – Ongoing
<b>PROGRAM</b>	Prace College (Independent School)
<b>EMPLOYER</b>	Prace
<b>RESPONSIBLE TO</b>	Student Support Services Manager
<b>LOCATION</b>	Merrilands Community Centre & Prace College Mernda Campus
<b>CLASSIFICATION:</b>	Adult Education Officer 4, Neighbourhood Houses and Learning Centres Workplace Agreement 2016
<b>QUALIFICATION &amp; RELEVANT EXPERIENCE:</b>	Certificate III in Education Support or similar, and experience in an education support role preferably with students aged 15-18
<b>CONDITIONS:</b>	<p>Full-time ongoing – Monday to Friday during school terms</p> <p>Start Date – February 2022</p> <p>Hours must be worked during school terms as determined by the Victorian Government School Terms</p> <p>Salary Packaging available</p> <p>Satisfactory National Police Records Check (<i>essential</i>)</p> <p>Working with Children's check (<i>essential</i>)</p> <p>Certificate in First aid (<i>desirable</i>)</p> <p>6-month probation</p> <p>Prace is a respondent to the <b><i>Neighbourhood Houses &amp; Adult Community Education Centres Collective Agreement 2016</i></b>.</p>

## ORGANISATIONAL VISION

Changing lives through education.

## ORGANISATIONAL MISSION

Through the provision of accessible education opportunities that engender self-reliance and hope, we shape the community of tomorrow and break the cycle of poverty and disadvantage to enable people to improve their quality of life.

## ORGANISATIONAL CONTEXT

Prace has, nearly 30 years, provided 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 for pre-accredited and accredited as well as a range of community development and management activities.

Prace 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
- An Independent School: Prace College

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace-managed sites (Merrilands, Reservoir and the Mernda Campus), as well as in a range of other community venues within the Northern growth corridor.

Prace College was registered with the VRQA as an independent school in 2016, but remains a part of Prace, and operates under the governance of the Prace Board.

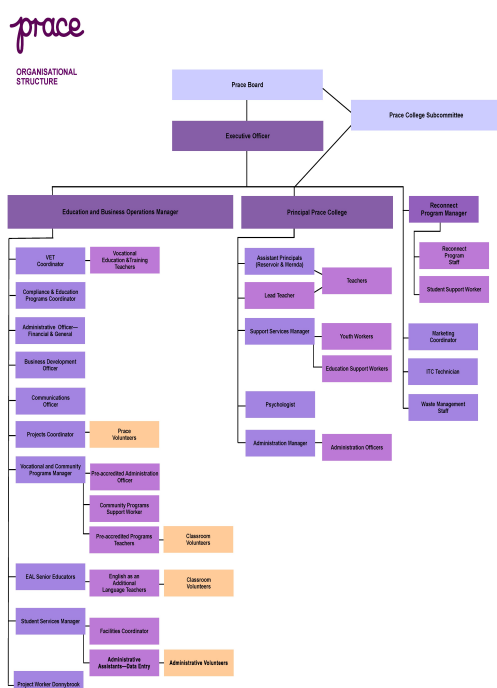
Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus. As a senior secondary school only, years 11 and 12 are provided via the Victorian Certificate of Applied Learning (VCAL), levels Foundation and Intermediate.

Rolling enrolment, and staggered completion or departure from the School make student statistics complex to report. At any one time each campus will have around 50 students actively participating in the School. Over a full year between 60 and 70 students may pass through each campus.

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.



## 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 Manager and work as part of the Prace College Team. This team consists of teachers, youth workers, education support staff, administration staff, the Student Support Manager, Assistant Principals, and the 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

## **CHILD SAFETY**

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse,
  - working to actively listen to and empower children,
  - having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures,
  - being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability,
  - engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

## **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 Prace Board 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 Prace Board.

## **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 Matt Goldsworthy, [mgoldsworthy@prace.vic.edu.au](mailto:mgoldsworthy@prace.vic.edu.au)

If you require a confidential discussion around this opportunity, please contact Matt Goldsworthy on 0412 276 105.