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Reservoir VIC 3073
Ph: 03 9462 6077 Fax: 03 9462 5077
Email: office@prace.vic.edu.au
Web: prace.vic.edu.au

POSITION DESCRIPTION

POSITIONS	Pre-accredited Teacher
PROGRAM	Pre-accredited Education – Xero – Business Accounting
EMPLOYER	PRACE – Board of Management
RESPONSIBLE TO	Vocational and Community Programs Manager
LOCATION	Refer to Contract of Employment
CLASSIFICATION:	Tutor 2*
QUALIFICATION/S & RELEVANT EXPERIENCE:	Formal teaching qualification / experience. Qualification of Certificate IV in Bookkeeping or higher. Extensive experience demonstrating competency in lesson development and teaching processes and procedures using Xero accounting systems. 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 TAE40116 or successor; or TAE40110 plus (or including) TAELLN401A / TAELLN411 and TAEASS502 / A / B. or equivalent (desired)
CONDITIONS:	Sessional* Refer to the Contract of Employment teaching days and times, hourly rate & location Hours must be worked during school terms as determined by the Victorian Government School Terms. Salary Packaging available. Satisfactory National Police Records Check (essential)** VIT or Working With Children's Check (essential) Certificate in First aid (desirable) 6-month probation** For all other conditions, 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

Changing lives through education

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

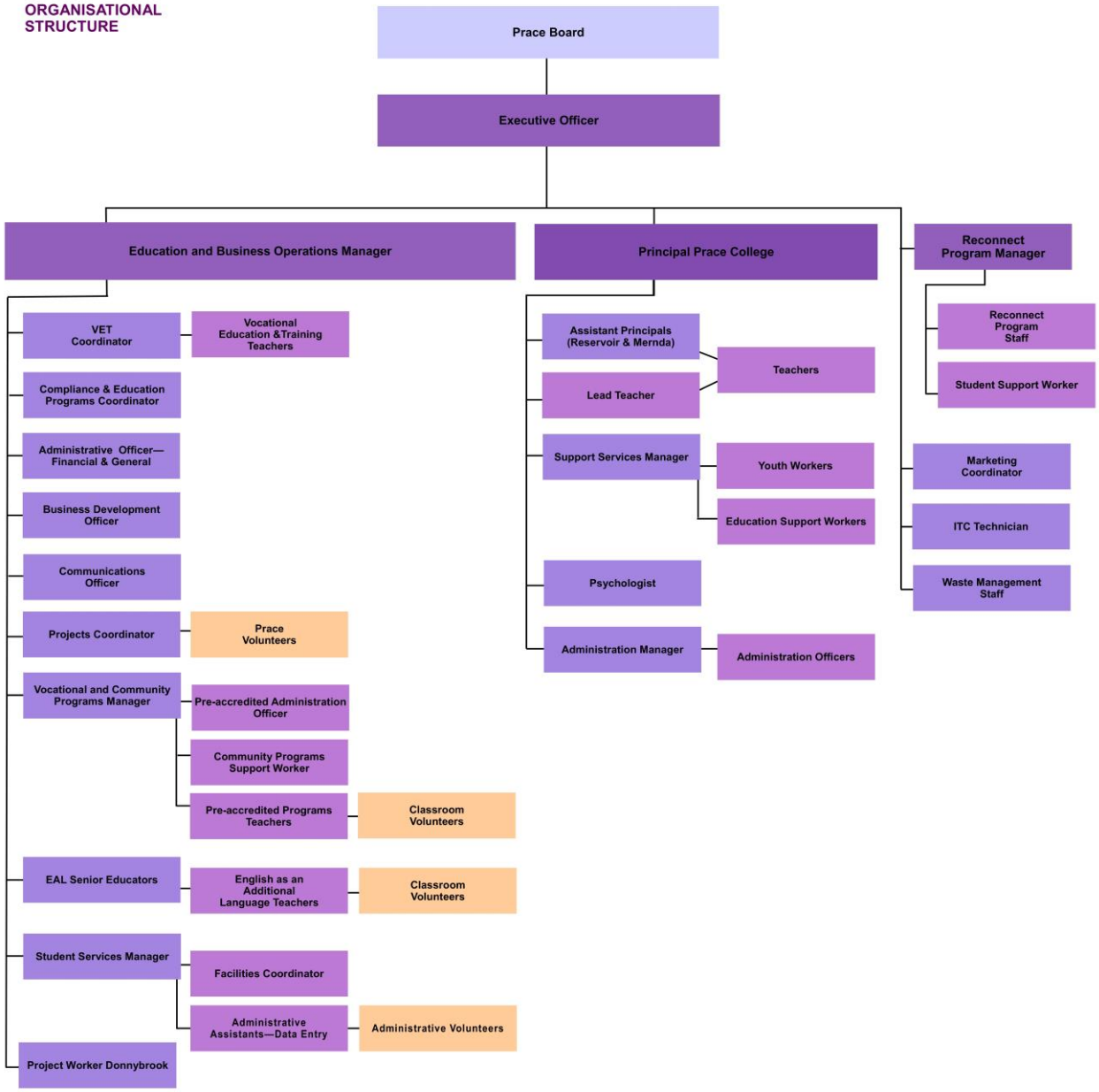
Preston Reservoir Adult Community Education (PRACE) has over 20 years experience providing innovative and high quality Adult Community Education (ACE) programs. Over this period PRACE has increased significantly in size and scope of activities and currently receives funding from a range of local, state 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 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace managed sites, Merrilands Community Centre and Prace Mernda Campus, as well as in a range of other community venues within the Northern growth corridor of Melbourne.

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.

Prace has a contract with the Victorian Department of Education (DET) under the Adult Community and Further Education Board (ACFE Board) to deliver Learn Local pre-accredited short courses in the local government areas of Darebin, Whittlesea and Mitchell.

Learn Local providers deliver courses to adult learners to enable them to get the skills they need for study, work and life. They offer a range of training programs that can help people in local communities return to study, improve their digital, reading, writing and maths skills, gain a qualification, get a job, change careers or learn something new.

Prace is one of over 250 Learn Local providers across Victoria.

As a pre-accredited employability skills teacher with Prace, you will be responsible for delivering a range of courses that assist job seekers apply for jobs, as well as develop soft skills/employability skills for succeeding in any workplace.

The position includes planning and teaching scheduled classes, along with completing 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. As a Preaccredited teacher you will work closely with other teaching staff within the Preaccredited program area and take direction from the Vocational and Community Programs Manager, the Community programs Support officer and the preaccredited administration officer when requested by the Manager. We receive funding from the Adult Community and Further Education (ACFE). This position must complete a range of PRACE administrative requirements to meet the contractual obligations of these funding bodies.

KEY RESPONSIBILITIES & DUTIES

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.

Online teaching (where required)

- Develop and revise course documents and activities for delivery via video conferencing software and/or Prace approved Learning Management System (LMS)
- Deliver lessons via video conferencing software such as Zoom, Skype or Google Meet
- Communicate appropriately with students in one-on-one and groups using video conferencing and other web-based communication tools
- Provide students with basic technical support services, recognising which issues should be forwarded for administration support or to technical support teams

Administration & Compliance

- Complete employment, student and program administrative requirements within given timeframes and assist the Vocational and Community Programs Manager 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/session basis, communicating with your manager or administration staff as necessary.

Student Support

- Communicate with the Vocational and Community Programs Manager 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.
- Contribute to organisation's commitment to providing child safe environment
- 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 EAL service delivery, and where relevant online teaching practice.

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. Demonstrated experience with, and understanding of, issues facing people from culturally, linguistically diverse backgrounds or previous barriers to educations and/or learning
2. Experience teaching flexible and inclusive curriculum that meets a range of student learning styles and needs in a community setting or TAFE
3. Relevant teaching qualifications demonstrating competency skills and knowledge
4. Basic IT skills
5. Demonstrated ability to follow complex administrative systems and meet deadlines
6. Demonstrated ability to teach online, using video conferencing (essential) and learning management systems (desirable)
7. Ability to use a range of online learning and web-based communication apps for teaching

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 responsiblity 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 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 sessional teacher with Preston Reservoir Adult Community Education,
I agree to undertake the above duties, and at all times, to operate within PRACE Policies and Procedures

Teacher Signature:	Manager's Signature:

Date: Date: