

POSITION DESCRIPTION

POSITION	Classroom Teacher - VCE Vocational Major, VPC, VET
PROGRAM	Prace College (Independent Specialist School)
EMPLOYER	Prace Inc.
RESPONSIBLE TO	Lead Teachers
LOCATION	Merrilands Community Centre & Prace Mernda Campus
CLASSIFICATION:	On appointment, an employee will be classified and placed on the appropriate level on the salary scale as per clause 14 of the —Educational Services (Teachers) Award 2020.
QUALIFICATION/S & EXPERIENCE:	<p>Bachelor or Education or equivalent (<i>essential</i>)</p> <p>Masters in a complimentary discipline such as Special Education, Psychology, Social Work (<i>desirable</i>)</p> <p>Certificate IV in Training and Assessment TAE40116 or successor; or TAE40110 plus (<i>or including</i>) TAELLN401A / TAELLN411 and TAEASS502 / A / B (<i>essential</i>)</p> <p>Experience teaching applied and/or integrated curriculum, and/or delivery of VCE Vocational Major and the Victorian Pathways Certificate (or other related curriculum, such as VCAL) (<i>essential</i>)</p>
CONDITIONS:	<p>Full-time, ongoing</p> <p>Hours must be worked during school terms as determined by the Victorian Government School Terms.</p> <p>VIT Registration (<i>essential</i>)</p> <p>Satisfactory National Police Records Check (<i>essential</i>)</p> <p>Certificate II in First aid (<i>desirable</i>)</p> <p>6-month probation</p> <p>All other conditions are as per the Educational Services (Teachers) Award 2020.</p>

ORGANISATIONAL VISION

Changing lives through education

ORGANISATIONAL FOCUS

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

For more than 30 years Prace has 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 of Management.

Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus.

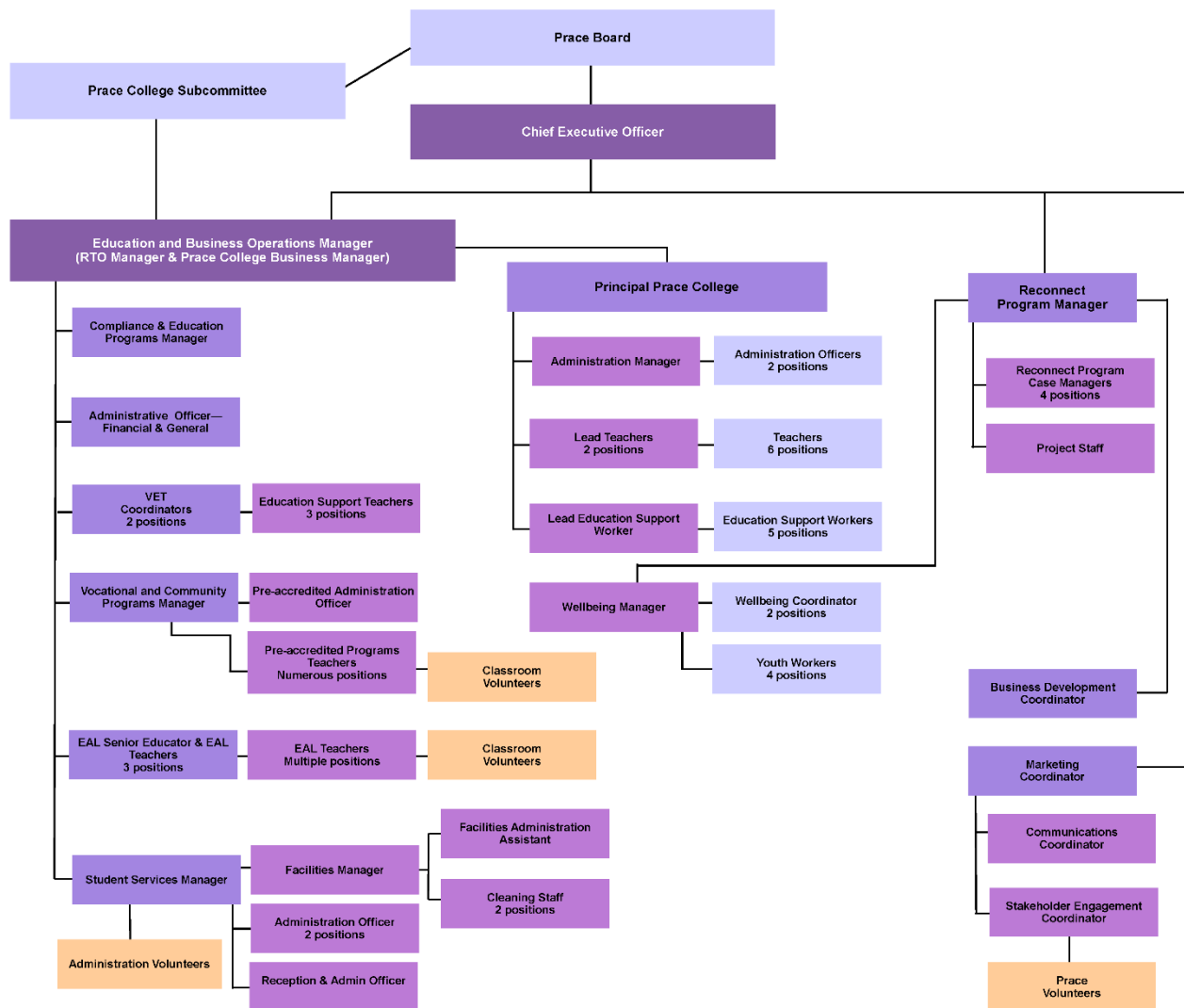
At any one time each campus will have up to 100 students actively participating in the School. Over a full year between 60 and 70 students may pass through each campus.

Prace College's educational philosophy is intricately linked to Prace's Vision, Focus 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 needed to feel they successfully contribute to a prosperous, equitable and socially inclusive society.



ORGANISATIONAL STRUCTURE



POSITION SUMMARY

Prace teachers will lead and inspire students and deliver excellent, contract-compliant programs that enable the students to achieve a Senior Secondary qualification within an Adult Community Education environment.

The role requires teaching across all strands of the VCE Vocational Major (VM), the Victorian Pathways Certificate (VPC) and selected accredited VET qualifications. You will be responsible for designing, writing and delivering an integrated applied learning program. You will be teaching in a classroom setting or 1:1 with individual students up to 20 hours per week at one, or across both, Prace school campuses (Merrilands Community Centre, Reservoir, and Prace Mernda Campus).

Funding comes from both state and federal departments of education.

This position includes child-connected work.

JOB COMPLEXITY

Prace College operates across two Prace managed sites, Merrilands Community Centre and the Prace Mernda Campus. We offer a program to young people who have left the mainstream educational setting. Most of our students deal with complex and significant issues outside the classroom. Literacy and Numeracy are at various levels within the cohort.

You will work as part of an interdisciplinary team. The Prace College team is made up of a Principal, Lead teachers, teaching staff, wellbeing staff, education support staff and administration staff. Teachers report to the Lead Teachers who in turn report to the Principal.

RESPONSIBILITIES & DUTIES

The responsibilities and duties of Prace Teachers are based on the Australian Professional Standards for Teachers and the particular requirements and expectations of Prace and the Prace College and its community.

Teaching & Learning

- 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, document and deliver innovative curriculum that enables students to achieve learning outcomes in VCE Vocational Major (VM), the Victorian Pathways Certificate (VPC) and selected accredited VET qualifications.
- Prepare and deliver lessons that are flexible and inclusive of all students' learning styles, needs and goals, particularly LGBTQIA+ students, Aboriginal and Torres Strait Islander students, students from culturally and linguistically diverse backgrounds, students with health issues, disabilities, and students who are vulnerable.
- Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement, and as appropriate assist with broader College program improvement.
- Plan, sequence, deliver and evaluate integrated learning programs, including the use of challenging and individualised learning goals, effective classroom communication and selection of a range of resources.
- Monitor, record and report on student progress, established through a range of assessment practices and strategies ensuring students are given the opportunity within class to achieve credentials that meet VCEVM and VPC curriculum qualification requirements.
- Participate in combined planning of curriculum, staff meetings and work collaboratively with teachers, administration and support staff.

Engage in Professional Learning

- Identify and plan professional learning activity for self and where appropriate for colleagues.
- Engage in professional learning and improve practice, including with and for colleagues.
- Apply professional learning and improve student learning.

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 and/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 all employment, student and program administrative requirements within given timeframes and assist the Principal and Assistant Principal to meet compliance, registration and contractual obligations, including VCAA Quality Assurance documentation.
- Monitor, record and report student progress, established through a range of assessment and reporting practices ensuring students are given the opportunity within class to achieve credentials that meet VCEVM / VPC / VET curriculum qualification requirements.
- Monitor and follow up on student attendance on a weekly basis, documenting contact and outcomes.
- Document curriculum differentiation and support provided to students for the purpose of the NCCD.

Student Support

- Communicate regularly with support staff regarding student welfare needs and refer students to support staff as necessary.
- Implement effective student management consistent with the Prace's policies, procedures and values.
- Deliver health and wellbeing programs in
 - healthy and respectful relationships (including sexuality)
 - resilience
 - child abuse awareness and prevention.
 - cultural identity.
- Establish appropriate professional, caring teacher-student relationships that engender student learning.
- Participate in Student Support Group (SSG) meetings, parent teacher interviews and care team meetings as appropriate.

Child Safety

- Regularly undertake professional learning and training to build deeper understandings of child safety and prevention of abuse, and detect potential signs of child abuse.
- Have a clear understanding of your Mandatory Reporting obligations, and report suspected abuse, neglect or mistreatment promptly to the appropriate authorities, in line with legislative requirements and Prace procedures.

- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk.
- Provide supervision to students during breaks as rostered and as per the Prace Supervision Procedure.
- Understand your role in relation to managing emergency and critical incidents within the school.
- Maintain a Certificate II in First Aid at all times, along with an understanding of Prace Anaphylaxis, Asthma and other Medical Conditions Management Procedures, and a knowledge of which student in the classroom have these conditions.
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children.
- Participate in risk management activities as required, for the purposes of identify and mitigating risks to children in the school environment.

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 a teacher as relates to delivery of VCEVM, VPC and VET.

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. Proven ability to work collaboratively as part of a multidisciplinary team to provide educational interventions for young people to enable them to develop learning for wellbeing and achieve educational success.
2. Evidence of well-developed skills in teaching and learning, including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse learner population, including a demonstrated capacity to integrate I.C.T. into teaching & learning practices.
3. Demonstrated capacity to implement trauma informed practice, restorative justice principles and strategies with young people who may have existing barriers to education, including young people who identify as LGBTQIA+, from diverse cultural backgrounds, with learning disabilities, social emotional challenges and/or substance abuse.
4. Extensive experience in successfully developing and delivering an engaging and integrated curriculum covering all strands of the curriculum, with the ability to apply this to the VCEVM and VPC certificates.
5. Highly developed administrative and organisational skills, including a capacity to meet requirements of the relevant accredited courses, VCAA and VRQA school registration and VCE VM and VPC registration compliance requirements.
6. Highly developed interpersonal and communication skills that demonstrate a capacity to effectively engage with staff, students, networks and partners.

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 workplace
- 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.

Through our commitment to diversity and equality, Prace is actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported. Prace advocates for building safer communities.

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 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 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.

This position description is approved by: Libby Barker

Employee's Signature:

Date:

Supervisor's Signature:

Date: