

We are growing and so we're on the look out for tutors who can teach:

- Conversational English
- Creative Writing for beginners
- Literacy and Numeracy
- Introduction to computers
- How to operate smart devices level 1 & 2

All of our courses are pre-accredited programs designed for adults of all abilities.

The Adult, Community and Further Education (ACFE) Tutor will deliver community-based teaching and learning to adult community members living in the Prahran and surrounding areas under the Learn Local banner. Most Learn Local learners have not completed formal education and come from CALD backgrounds or have faced barriers in accessing or completing their education. We are looking for teachers who can create supportive and inclusive learning environments that engage and motivate adult learners whilst complying with the Pre-Accredited Quality Framework.

By improving adult learner's engagement with education, the ACFE Tutor will support students and strengthen pathways to employment or further education.

Employment Conditions.

- **Employer:** Prahran Place Ltd
- **Reports To:** Adult Learning Coordinator
- **Start Date:** Mid July
- **Work type:** Part-time
- **Days & Hours:** Approximately 7.5 hours per week
- Wednesday morning & afternoon & Thursday morning. (Some flexibility is possible)
- **Award:** Neighbourhood Houses and Adult Community Education Centres Agreement 2016
- **Classification:** Tutor 2
- **Sector:** Not for profit
- **Locations:** 40 Grattan St, Prahran & Horace Petty Estate, South Yarra.

'Bring your skills and experience to this great community services organisation where people are paramount'.

Prahran Place is a growing and ambitious not-for-profit organisation and member of Neighbourhood Houses Victoria. Prahran Place offers a range of community activities, workshops, pre-accredited Learn Local courses, NDIS friendly classes and aged care social support. The Centre has an open-door policy and welcomes people of all ages, abilities and walks of life. We are located in vibrant Prahran in Grattan Gardens near the Prahran Market and opposite Prahran Square.

Prahran Place believes that providing education courses is an integral part of a whole-of-centre approach to supporting individuals to overcome disadvantage, to improve their quality of life, in ways that they chose. **Prahran Place Ltd.** strives to achieve this by providing education courses that are relevant to our community, are accessible, and of outstanding quality.

Position Goal.

- Create and maintain a classroom environment that promotes differentiated learning and values cultural and linguistic diversity.
- Maintain and meet learning resources, tutor and learner records, and any other documentation that may be required under the ACFE guidelines.
- Deliver course content in accordance with ACFE pre-accredited training guidelines.
- Deliver training services in accordance with the centre's mission and values.
- Deliver training services in accordance with the centre's aims and objectives, as described in the Strategic Plan.

Role and Responsibilities

The ACFE Tutor is responsible for delivery of instruction in subjects and/or courses which are non-accredited but must adhere to the Pre-Accredited Quality Framework (PQF). The ACFE Tutor may be required to perform some regular administration and consultation, in association with each contact hour of delivery. This includes:

1. Course design and planning:

- Design training to meet the specifications of the Pre-Accredited Quality Framework.
- Prepare course plans and session plans for ACFE courses.
- Ensure course plans, session plans and program evaluations are filed for future use.

2. Course delivery:

- Ensure all learning materials are customized to suit a range of students.
- Employ a range of teaching techniques to cover course topics, including group work, blended learning and regular feedback, ensuring the needs of learners are met.
- Maintain daily records, and attendance rolls.
- Ensure all students complete A-frame documentation as per Pre-Accredited Quality Framework requirements.
- Deliver training in line with WACC training policies and procedures.

3. Course records and student progress:

- Maintain student records in accordance with Pre-Accredited Quality Framework requirements.
- Store all student records appropriately, to ensure confidentiality.

4. ACFE moderation:

- Actively participate in ACFE moderations and meetings to ensure that ACFE programs are evaluated annually.

5. Quality and compliance:

- Adhere to the centre's policies and procedures.
- Foster positive staff relationships and promote a supportive working environment.
- Contribute to staff meetings and information sharing sessions.
- Participate in regular professional development activities to maintain current knowledge and skills in vocational training and learning.

Classification Requirement:

Tutor 2 is the minimum classification for a tutor who is required to have **recognised experience in the industry** and preferably a Certificate IV in Training and Assessment (TAA40104) or equivalent. A Tutor 2 is engaged to deliver instruction in subjects and/or courses which are not accredited under the Australian Qualification Framework (AQF) but where the program outcomes are similar to those of an accredited program.

Skills Requirement:**Strong Communication Skills:**

The ACFE Tutor must have excellent communication skills to ensure successful education outcomes for students. These include:

- The ability to **actively listen** and absorb what others are saying, in order to respond appropriately.
- Awareness of **non-verbal communication**, such as body language, eye contact, hand gestures, tone of voice, and colour of the message you are trying to convey.
- The ability to **convey your message** clearly and directly to students and colleagues, in a way that can be understood by the other party.
- Ability to be flexible and have an **open mind** when talking with others, in order to understand the other's point of view.
- **Friendly** approach to students and colleagues, to build strong relationships.

Excellent Instructional Skills:

The ACFE Tutor will be required to explain concepts and activities to people with low English literacy and numeracy skills in a manner they can understand.

Strong Interpersonal Skills:

The ACFE Tutor works closely with students and colleagues and must be able to work well with others and develop good relationships to ensure the best quality education is provided.

- Ability to understand what the other person is thinking and feeling to **empathise** with others and build rapport.
- **Respect** for colleagues, parents and children.

Adaptability:

ACFE students come from a variety of cultural backgrounds. To achieve excellent education outcomes for all students, the ACFE Tutor will be required to employ differentiated learning techniques as needed.

Desirable But Not Essential

- Certificate IV in Training and Assessment (TAE40116) or other teaching qualification.
- Experience working in a similar role and/or understanding of the neighbourhood house sector.

How to Apply

No deadline. Please send through your application as soon as possible. Interviews will proceed as applications are received.

Applications will include a cover letter, resume with two referees. Email to learn@prahranplace.org.au

Successful applicants must obtain a Working with Children Check (WWC)

Enquiries to the Program Coordinator Neil Barlow on [\(03\) 9510 7052](tel:(03)95107052)