

Cheltenham Community Centre Inc

Summary Position Statement Including Selection Criteria

1. General Information

Position Title:	Adult Education Teacher (Pre-Accredited)
Award:	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016
Position Grade:	PAACT Tutors and Teachers – Tutor 1 Hourly rate includes 15 minutes of class planning per one hour of teaching. (Rate dependent on number of years teaching ranging from \$36.80 - \$38.03 per hour).
Reporting To:	Adult Education Coordinator
Working directly with:	Adult Education Teachers and Tutors
Work Hours:	As negotiated, dependent on class contact hours. 40 weeks per year. Meetings and professional development as negotiated with the Adult Education Coordinator.
Tenure:	Part-time (dependent on class number and viability of class).

2. Role Overview – CCC Adult Education Programs

CCC delivers a range of accredited and pre-accredited courses from courses in English as an Additional Language (EAL) to programs for people with an intellectual disability (for example “Literacy for Living”). Funding for these courses is derived from a number of sources including Melbourne Polytechnic for the Adult Migrant English Program (AMEP) (Accredited courses), Department of Jobs, Skills, Industry and Regions for Adult, Community and Further Education (AFCE) funding (for pre-accredited courses), and fee for service.

In addition to taking classes, teachers are required to provide the Adult Education Coordinator with the necessary documentation for compliance with all administrative and reporting requirements of CCC management and Board of Governance along with CCC’s adherence to the contractual requirements and delivery standards of funding providers including the AMEP through CCC’s partnership with Melbourne Polytechnic and accreditation frameworks such as the Australian Quality Training Framework (AQTF) and the ACFE Business Viability Guidelines.

3. Key Accountabilities – Adult Education Teacher: All Abilities classes

Conducting of CCC Adult Education classes

- Prepare, deliver and assess the assigned pre-accredited class (classes could include “Literacy for Living”, “Money Matters” and “Wise” programs such as Food Wise, and Computer Wise).
- Complete relevant administrative duties including maintenance of class records, lesson plans and assessments in order to comply with and submit relevant statistics for Melbourne Polytechnic and Department of Jobs, Skills, Industry and Regions.
- Follow the course curriculum and ensure course content meets the needs of the students and incorporates material that has everyday relevance.

- Menu planning for basic food preparation and cooking, and shopping for food items is required for “Food-Wise” classes (one additional hour per 5-hour class is reimbursed at the administration pay rate).
- Ensure learning outcomes are met.
- Attend staff meetings as required.
- Attend internal professional development workshops and moderation sessions each term and one external professional development as negotiated with the Adult Education Coordinator.
- Engage in an annual performance plan and annual staff appraisal.
- Provide course development for allocated Adult Education programs/classes for students with intellectual disability.

4. Working Relationships

Who	Purpose
Adult Education Coordinator	Line management reporting relationship, periodic (at least per term) liaison regarding all aspects of the Adult Education part of the CCC operation.
CCC Members/Participants (including students)	Teaching, providing support and relevant referral (if required).
Other CCC Adult Education Teachers and Tutors	Peer Relationship – working collaboratively and providing professional support.
CCC Staff and Volunteers	Peer relationship – working collaboratively to provide excellent customer service to our clients.
Southern Community Church of Christ	Collaboration regarding use of facilities.
Melbourne Polytechnic, Department of Jobs, Skills, Industry and Regions, Kingston City Council and NHVic	Various according to nature of relationship with each external body.
Other Community Service Providers, Neighbourhood Houses and Disability Service providers	Collaboration and knowledge sharing.

5. Key Selection Criteria

- Experience in the delivery of “All Ability” programs (working with people with a disability) at all levels to students of varying backgrounds and abilities.
- Demonstrated ability in the preparation of course materials and lesson plans.
- Well-developed written and spoken communication skills.
- Strong understanding of the not-for-profit, community based service delivery sector with a capacity to work effectively in a values based organisation.
- Ability to work as a team member as well as independently.
- Ability to deal with situations arising from a classroom environment containing students from mixed backgrounds and mixed abilities.
- A qualification in teaching adults with intellectual disabilities would be an advantage.
- Certificate IV in Training and Assessment TAE 40116 (or its equivalent) essential.

6. Other Information

- The position is located at CCC, 8 Chesterville Road, Cheltenham.
- The appointment will be subject to the completion of a satisfactory police check, Working with Children Check (WWCC) and is subject to a probationary period of 3 months.