

POSITION DESCRIPTION

Position:	Teacher Horticulture programs
Reports to:	Chief Executive
Type:	Teacher (Accredited)
Conditions:	Casual
Hours:	Wednesdays 8:30 am – 4:00 pm
Salary:	\$64.62 per hour for 7 hours per week. Note: Lunch time is not funded. This rate includes delivery, planning and assessment/ recording.
Commencement Date:	
Completion Date:	
Location:	You are employed to work at OAE that is a multi-campus Registered Training Organisation. Accordingly you agree to work at any location where OAE conducts its business.

PRIMARY OBJECTIVES

1. To prepare, deliver and evaluate a range of Horticulture programs.
2. To assist the Chief Executive in the establishment and maintenance of quality programs and systems to ensure a quality service is being provided at all levels of the department.
3. To maintain excellence and relevance in the delivery of Horticulture programs and related services for students. Demonstrated skills and flexibility in delivery across a range of funding sources that may be required by the organisation.

ORGANISATIONAL ENVIRONMENT

About Olympic Adult Education

Olympic Adult Education is a community-based, non-profit adult and community education provider and neighbourhood house, providing educational and community development opportunities to the adults in West Heidelberg and surrounding areas.

Beginning as a collective in the 1980s, Olympic Adult Education developed a primary focus on language and literacy education for adults who are educationally disadvantaged. It also delivers vocational and pre-vocational training as well as personal development and general adult education classes.

There is a strong focus on providing educational opportunities to individuals from the following groups who encounter additional barriers to employment, training and general community life: CALD, people with a disability, sole parents, women, Indigenous and Torres Strait Islanders, and young people.

Olympic Adult Education is co-located within the Banyule Community Health facility, based in the historic 1956 Olympic Games Village.

REPORTING RELATIONSHIPS

This position reports to the Manager, Olympic Adult Education.

ROLE OF THE POSITION'S SUPERVISOR

The Manager provides educational leadership to the organisation across all campuses. The Manager is responsible and accountable to the Committee of Management for the management, planning and co-ordination of the operations of the organisation to ensure the efficient and effective use of resources to achieve its objectives.

ROLE OF THE POSITION

The teacher is responsible and accountable for:

1. The development and teaching of Horticulture programs across a range of funding sources, which may include Victorian Training Guarantee, Fee for Service and ACFE.
2. Assisting the Manager in all related administrative and student functions – reports, enrolments, attendance updates, student progress and results, awards preparation and appropriate entry of data onto relevant reporting systems.
3. Involvement in the selection and assessment of intending students, assessment and documentation of students' progress within the program as required and the identification and introduction of strategies to assist students experiencing learning difficulties.
4. Continually maintaining class attendance rolls in compliance with the organisation's quality guidelines.
5. Keeping informed of educational developments and related government policies that will affect program delivery in the area of Horticulture programs or other specialist areas or programs, which may include Victorian Training Guarantee, Fee for Service and ACFE.
6. Ensuring effective communication with colleagues in the organisation as required.
7. Providing high level customer service to clients, ensuring that all possible measures are taken to respond to their needs and requests in a timely manner.

8. Working within the quality systems, (including the Australian Quality Training Framework), preparing lesson plans, developing work units, communicating and maintaining records to a high standard as required and within copyright regulations.
9. Keeping abreast of current thinking and of developments in technology that impact on teaching programs.
10. Participating in ongoing curriculum development and other staff professional development activities.
11. Maintaining and further developing ICT skills necessary for the delivery and administration of Horticulture programs.
12. Working flexibly and harmoniously within an environment that is responding to constant change.

KEY SELECTION CRITERIA

1. Appropriate post-secondary qualifications, industrial experience, a Certificate IV in Training & Assessment - TAE40116 (or its successor) or (TAE40110) inclusive of the TAELLN401A or TAELLN411 or equivalent together with a TESOL and/or numeracy qualification together with applied knowledge and understanding of the principles of adult learning.
2. Demonstrated knowledge of and commitment to:
 - a. Occupational Health and Safety
 - b. Anti-Discrimination
 - c. Quality Assurance
 - d. Copyright Regulations
 - e. Continuous Improvement
 - f. Privacy Act and confidentiality
3. Demonstrated experience in the planning of Horticulture courses in community education or other related settings.
4. Demonstrated knowledge of, and experience in, teaching methodologies and strategies appropriate to Horticulture programs in an adult environment, inclusive of 'work-readiness' skills, and the ability to teach in a manner that influences, motivates and inspires students to learn.
5. Demonstrated understanding and application of assessment and reporting as they relate to adult Horticulture programs, together with a demonstrated knowledge and application of the administrative requirements essential to meeting quality standards.
6. Demonstrated experience in using ICT in the administration of teaching programs, which includes, effective use of staff and student portals, Microsoft Office applications including Outlook, file management and version control, together with a demonstrated understanding of

the rationale for incorporating ICT in the adult Horticulture classroom and the practical implementation of this.

7. Demonstrated commitment to Continuous Professional Development (CPD), and demonstrated initiative and willingness to be involved in other activities in the organisation to support successful program delivery.
8. Demonstrated high level communication skills that allow for cooperative and constructive team participation, and the ability and willingness to promote and contribute to a positive work environment and high quality client service.

SAFETY ISSUES SIGNIFICANT TO THIS POSITION

Manual Handling

WORKING WITH CHILDREN CHECK

A Police Check, Working with Children Check or VIT registration is required for this position.