

# **Job Description**

## **Pre-accredited English courses**

### **(Fixed term casual contract)**

Reports to the Program Coordinator/ Centre Coordinator  
6 hours per week for 12 weeks

#### **Position Objective**

To plan and deliver English for Aged & Home Community Care and Introduction to Horticulture at Wingate Avenue Community Centre. This course will meet the broader aims of the Centre to increase education and learning to drive opportunities for people from the area.

#### **Specific Duties**

1. To plan and deliver English for Aged & Home Community Care and Introduction to Horticulture in 12 sessions of 3 hours each at Wingate Avenue Community Centre
2. Prepare a course outline and course materials which reflect each class.
3. Resource lesson plans, delivery plans, evaluation and term delivery
4. Collection and maintenance of records for each student including; attendance and student enrolment forms; evidence of enrolment and course participation.
5. Collection of A-frame documents for each student including Learner Plan and Learner review.
6. Completion of A-frame documents for each course including: Course Plan – Overview, Course Delivery, Session Planner and Course Evaluation.
7. Supervise participants at all times and ensure their proper use of Centre property and equipment
8. Assist with the completion and collection of Pre Course Survey and Post course Survey forms when requested by the Program Coordinator/ Centre Coordinator
9. Be responsible for securing the equipment and premises upon completion of the group's session
10. Assist with the distribution of memos and other material to students when requested
11. Upon request, write a short evaluation report for the Program Coordinator/ Centre Coordinator
12. Encourage students interest in the Centre's other classes
13. Raise any issues as they arise with the Program Coordinator/ Centre Coordinator

#### **Responsible to**

Direct supervision would be via the Program Coordinator/ Centre Co-ordinator and ultimately accountable to the Committee of Management.

Internal Liaisons with other Community Centre Staff, including the Administrative Assistant

#### **Conditions of Employment**

This is a short-term fixed position – 12 weeks @ 6 hrs per week.

All staff must agree to abide by Wingate Avenue Community Centre's Code of Conduct and the Expectations of Workers document, which will be provided to the successful applicant upon commencement.

Commencement date, days and times for the position are as per the employment contract.

**Wages**

This is a casual, fixed-term position, and is unclassified. Payment will be at \$42 per hour which includes compensation for preparation time.

**Timesheets**

All tutors are requested to complete timesheets upon entering and exiting the building.

**Emergency**

In case of an emergency (fire drill, etc) please collect your class roll and direct your class out of the building via the closest exit. Refer to Emergency Evacuation Procedures posted near the door in every classroom.

**Notification of Absence**

If you are unable to take a class as arranged, please notify the Centre Management as soon as possible.

Program Coordinator: Tracy McIver

Centre Coordinator: Jan Thorpe

Tel: 9376 5244