



KYNETON COMMUNITY HOUSE

POSITION DESCRIPTION

Position	Horticulture/Permaculture Teacher	Incumbent	
Section	Education & Training, Pre-accredited (ACFE funded)	Location	Kyneton & Woodend
Reports to	Education Coordinator	Supervises	Nil

Background

The Kyneton Community House (KCH) is in Kyneton, Vic in the Macedon Ranges Shire. KCH was established in 1988 and later incorporated as Kyneton Community & Learning Centre; it is a registered Neighbourhood House and Learn Local provider.

The House operates under a community development framework and aims to build community capacity through a variety of means including providing services, conducting a range of activities, and delivering education programs responsive to community needs. The Centre provides Registered Child Care under an Occasional Care model.

EMPLOYMENT/AWARD CONDITIONS

Classification/Remuneration

This position is sessional for the duration of the pre-accredited program to be delivered (on dates as negotiated). The position is classified under the *Neighbourhood Houses and Adult Community Education Centres Agreement 2016, Schedule 2, Part D*. The rate of pay will be paid at the Casual rate within *Schedule 3 Part D, Tutors and Teachers* – Level to be determined in accordance with qualifications and experience, plus 10% superannuation as applicable.

Time Allocation

- Delivery as per the agreed timetabled program hours (usually 3-5 hours per session)
- Additional 15 minutes per delivery hour for the purpose of: administration, and consultation.
- Professional Development as approved by the Education Coordinator and within budget
- Occasional additional hours as negotiated

Additional conditions

A three-month probationary period applies.

A Working With Children Check is required for Teachers working with students under the age of 18 years. A Criminal Records Check is required for anyone working with KCH. Your supervisor to provide further information if required.

This position is subject to on-going funding and KCH reserves the right to cancel the course or program for the following reasons:

- Insufficient enrolments for the course
- Funding withdrawal
- Program review or reallocation

POSITION OVERVIEW

The pre-accredited course is part of the overall ACFE funded, Learn Local Education program provided through KCH. The key role of the Teacher is to plan, conduct and review the course delivery, and provide a supportive environment for students.

Commencement/duration

The position commences in April 2022, for the duration of the scheduled classes, as negotiated per term or semester throughout the year.

AREAS OF RESPONSIBILITY

1. Deliver a comprehensive education program in line with course plans in 'Introduction to Horticulture & Permaculture'
2. Provide a supportive learning environment
3. Supply course notes and support material where relevant
4. Maintain accurate student attendance records
5. Complete ACFE Pre-accredited A-frame lesson plans
6. Work in co-operation with other teachers, the relevant Program Co-ordinator and stakeholders
7. Maintain records of student work and/ or track student progress and course outcomes as required
8. Undertake evaluation of the program delivery and content
9. Maintain effective communication with staff and students
10. Be aware of the Health and Safety requirements of KCH and Windarrang, implement safe work practices and contribute to the provision of a safe environment for staff and students
11. Where necessary attend staff meetings
12. Participate in course moderation requirements
13. Other requirements to be negotiated with KCH

KEY SELECTION CRITERIA

Essential

1. Be familiar with the aims, principles, values and strategic directions of the Kyneton Community House
2. Qualifications and/or experience appropriate to the specific program area
3. Experience in delivery of or understanding of community education
4. A sound understanding of adult learning principles and ability to provide a supportive learning environment
5. Effective communication skills
6. Sound IT skills and ability to submit reports and documentation as required
7. Ability to work as part of a team and to use initiative to work independently

Desirable

1. Teaching qualification and/or Certificate IV in Training and Assessment is an advantage
2. Experience working with students with intellectual disability or learning barriers

Additional information

Upon appointment additional staff information can be obtained from the *Policy and Procedure Manual* available through the KCH Office.

SIGNATURES

I understand the responsibilities and duties outlined in the position descriptions and agree to abide by the principles, values, and policy and procedures of the Kyneton Community House.

Employee

Signature

Date

KCH Representative

Signature

Date