

Position Description

Tutor



Position	Tutor
Team	Education and Community Programs
Employment Type	Permanent, Part Time
SCHADS Award	Level 3
Hours	22.8 Hours Per Week
Location	Frankston & Hastings <i>From time to time the incumbent may be requested to work from, or be based at, other MiLife-Victoria sites</i>
Reports to	Coordinator Learning and Development and Cranbourne Hub
Effective Date	July 2022

1. Position Objective

Plan, deliver, implement and evaluate a range of pre-accredited courses in allocated vocations or skill area to students with diverse disabilities or backgrounds.

Accept personal responsibility for specific course delivery

Complete all relevant documentation relevant to each specific course which meet ACFE and MiLife-Victoria requirements.

2. Key Responsibilities

The key responsibilities include but are not limited to:

Planning

- Create A-frame session plans in line with each course conducted.
- Undertake LLN assessment and learner plans with each new student.
- Develop and implement strategies and instructing methods based on student needs to achieve goals identified in the course.
- Research curriculum materials from a range of mediums including libraries, web sites and other organisations to support delivery.
- If work-based learning is part of the delivery strategy – organise site induction with employer as part of the first visit to the workplace.
- Organise relevant PPE for work-based component of each course for each student.

Implement and Monitor

- Implement, maintain, monitor and evaluate a range of pre-accredited courses. Ensure all content matches MiLife-Victoria core values and the course outcomes meet the objectives.
- Work individually and co-operatively as a team member providing professional services to a range of students, employers and community groups.
- If required, transport students on behalf of MiLife-Victoria in own car or community bus to and from venues. Permission must be sought prior to undertaking this.
- Work within allocated budget for the course.
- Plan and organise with students the use of public transport as one component of each course.
- Work with employers at the workplace by following their policies, procedures and instructions to ensure a safe environment for all.
- Assist students to implement and follow task instructions given by the workplace representative.
- Follow all OHS requirements of the workplace.

Report and Record

- Maintain records relevant to the implementation and evaluation of each course in line with the A-frame quality framework.
- Update SupportAbility with attendance, journal notes and learning evidence of student outcomes being achieved.
- All incidents and accidents (staff and students) must be advised to the Coordinator and an incident report must be completed as per incident reporting procedures.
- If a student does not attend 3 classes and they have not advised of these absences in advance your Coordinator must be informed.
- Complete a withdrawal form if a student advises they will not be continuing in their enrolled course.

Completion / Evaluate

- Arrange for Certificates of participation to be given to each student at the completion of the course.
- Organise for each student to complete an A-Frame evaluation at the completion of each course.
- Complete a Tutors evaluation A-Frame at the completion of each course.

General

- Ensure Student and organisational confidentiality is maintained at all times and not release any information without express permission of the Coordinator.
- Discuss personal issues relating to students with the Coordinator or Management prior to any action being taken.
- Attend meetings with the Coordinator as required.
- Attend relevant training to the position and vocation as required.
- Observe the rules of Duty of Care and a safe workplace in providing a secure and safe physical and emotional learning environment at all times.
- As required, work and supervise volunteers, staff and students who may be assisting with the delivery of the course content.
- Display a positive, professional attitude and manner towards students, other staff, the organisation, and members of the community and businesses.
- Follow relevant policies and procedures to achieve the best learning outcomes for students.

- If requiring time off please advise your Coordinator at least 2 weeks prior and submit a leave request in Humanforce.
- If sick and unable to work, contact your Coordinator at least 1 hour prior to commencement of your shift and submit leave request in Humanforce providing copy of Doctors certificate if required to the Coordinator.
- Sign in and out of Humanforce for each shift worked.

3. Key Selection Criteria

1. Certificate IV Disability or equivalent
2. Certificate IV in Training & Assessment (highly desirable)
3. Up to date First Aid and CPR
4. Demonstrated experience in writing course material and presenting information in a logical and coherent manner.
5. Demonstrated communication and interpersonal skills.
6. Demonstrated skill in solving problems and ability to consider alternative solutions.
7. Demonstrated facilitation skills to a broad range of audiences.
8. Set priorities and meet deadlines.
9. Adapt to change in demand and conditions whilst maintaining a high standard of professional performance.
10. Handle criticism logically and constructively.
11. Recognise and accommodate limitations.
12. Ability to use initiative and work independently when required.
13. Demonstrated experience in operating as part of a team, including the ability to balance demands and priorities of both students needs and delivering a course.

4. Additional Information

- MiLife-Victoria is a youth and child safe organisation that values, respects, and listens to children and young people.
- All offers of employment are subject to a satisfactory NDIS Safety Screening and Working with Children Check.
- It is essential that employees hold a current Driver's Licence.
- MiLife-Victoria offers generous salary packaging benefits.
- All offers of employment at MiLife-Victoria are subject to a six-month probationary period.
- MiLife-Victoria is committed to providing a safe, healthy and friendly working environment
- MiLife-Victoria prides itself on being flexible and family-friendly wherever possible for the mutual benefit of employees and the organisation.
- MiLife-Victoria expects all employees and volunteers to understand and behave in line with the organisation's purpose, values and code of conduct.

Employee/Volunteer Statement

I have read, understood and accept the above position description for MiLife-Victoria Tutor.

Signed _____

Name _____

Date / /