



Preston Neighbourhood House Inc. trading as the Bridge Position Description for Tutor

Position	Tutor- Tiered Transition Training Program (TTT)
Reports to	Community Development Manager – the Bridge
Hours	20 hours per week over 26 weeks (excluding school holidays)
Award	Neighbourhood House and Adult Community Education Collective Agreement 2010
Salary	Paid above Award at \$37 per hour. Full Salary Packaging of \$15900 is available
Supervises	Support Worker
Position Commences	5th February 2018 – 24th August 2018

Organisation Overview

the Bridge is a vibrant, not for profit community organisation based in the Darebin LGA. We value community ownership and management and provide our services free from discrimination. We are a registered charity and Public Benevolent Institution.

Mission

the Bridge will assist community to increase independence, overcome disadvantage and social exclusion and break the cycle of poverty by skill development, education, social interaction and support services.

Activities

The organisation has 5 main areas of activity across multiple sites.

1. 'Education – the Bridge offers a range of pre-accredited training, employment programs, skills based programs, health and wellbeing programs
2. Children's Services - the Bridge offers 3 year Old Kinder and Occasional Care for up to 30 children per session. In addition we run contracted childcare for Melbourne AMEP
3. Community Programs - the Bridge offers community engagement through social programs, volunteer led groups, a food program, interest groups, volunteer opportunities and community meeting space.
4. Venue Hire – We have numerous spaces across four different sites. These are available for meetings, private functions, ongoing business hire and workshops.
5. Moon Rabbit – Social enterprise café. The café operates as a profitable arm of the Bridge business to generate funds towards unfunded community and training programs. In addition, the café serves as a training café, providing work placement for Bridge students both with and without a disability.

The TTT Program

TTT program is a pilot program for young adults with additional learning needs. The program provides pre- employment training/work readiness skills via, classroom activities, group work and hands-on learning in the Moon Rabbit café at the Bridge. The program also includes work placement and finally transition to, employment or TAFE programs.

It is designed to address the challenges for learners with additional needs to undertake practical training that will lead to employment or supported pathways to organisations such as Melbourne Polytechnic. While the training aspect is very important, there is also a strong emphasis on supporting participants through the key transition stages.

Key Responsibilities

As the TTT Program tutor you will play a pivotal role in the successful delivery of the TTT program. You will deliver a program that prepares and supports participants to become work ready while also developing their ability to identify and manage critical stages of transition. You will be responsible for the associated documentation and compliance of an ACFE program

Required Skills

Demonstrated ability to

- Work within a curriculum framework to deliver content that reflects participant's needs and prepares them appropriately for future employment and associated challenges.
- Develop quality relationships with participants to engage them in learning that assist them to develop strategies to manage transition stages
- Promote an inclusive and stimulating classroom environment to encourage independent learning, delivering activities that are innovative and relevant to the participant's interests and needs
- Using the principles of Adult Learning and Student Centred Learning, support participants to see themselves as learners and to gain the confidence to make decisions about their own futures.
- Support participants to identify their existing skills and skills gaps and develop their plans accordingly
- Be able to deliver the program as a member of the TTT team, including the Support Worker, Volunteers, Moon Rabbit café staff and other Bridge Staff members, where appropriate.
- Develop and grow good relationships with key stakeholders, including support agencies, employers, local council and the general community
- Monitor, evaluate and report on student progress in key learning areas and implement strategies to support students to achieve their learning outcomes
- Completion of class attendance records and students reports
- Qualifications or relevant experience working with people with a disability or learning disorder

Personal Attributes

Ability to:

- Create positive group dynamics with participants
- Think laterally to meet the varied student needs
- Customise curriculum to meet learning needs of individual participants and the group
- Have the necessary flexibility required in a pilot program that requires regular monitoring and evaluation to inform both present and future programs
- Understanding of delivery of pre accredited programs to learners with additional learning needs
- Work as a member of a team to gain positive outcomes for learners
- Show sensitivity, understanding in working with people with a disability or additional learning needs
- Communicate clearly and precisely with a great hunger and drive to support your students to enjoy learning and focus on future goals
- Complete relevant documentation in agreed timeframes and to a quality standard

Please apply in writing to Cate Thompson, Community & Events Manager on community@bridge.org.au.

Only applications including a current resume and comprehensive cover letter addressing all the points outlined in the Key Responsibilities, Personal Attributes and Required Skills will be considered.

Successful applicant must provide a current National Police Check and Working with Children Check.

Applications Close 8 am Monday 18th December

**Interviews will be held on Wednesday 20th & Thursday 21st December 2017
at the Bridge 218 High St Preston**