



## Preston Neighbourhood House Inc. trading as 'the Bridge' Position Description

Position	Computer Tutor
Reports to	Training Manager
Hours	Computer Beginners: 6 hours per week – Monday & Thursday 9am-12pm  Computer Advanced: 5 hours per week – Tuesday & Thursday 6pm-8.30pm  Computer classes:  From Term 2, additional classes will be delivered in the evening at a TAFE campus in Broadmeadows, with days and times to be confirmed.
Agreement/Award	Neighbourhood House and Adult Community Education Collective Agreement 2010
Salary and Classification	Salary: Paid above award at \$35 per hour, plus 3 hours of preparation and moderation per module at \$30 per hour. Classification : NHACE Agreement 2010 Level Tutor 2.1
Location	Primary location shall be 218 High Street Preston and/or Broadmeadows with some work required at other Bridge sites.
Supervises	Computer Tutor assistant volunteers

Internal Liaison	Business Team staff and volunteers, Business Manager, Executive Officer
External Liaison	-
Position Commences	April 2018 - subject to 6 months' probation

## 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 four 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.

## Key Responsibilities

The Computer Tutor role/s will be responsible for the preparation, delivery and compliance of Computer classes, specifically Computers for Work – Beginners, Computers for Work – Advanced and Advanced Word and Excel. The Computer Tutor/s role report to the Training Manager and ultimately the Executive Officer. The key responsibilities are to develop a high quality Computer course/s that engage learners to increase their knowledge and skills and pathway to higher levels of training or employment. Please note that depending on the candidate's availability we may employ more than one Computer Tutor.

The duties will include:

- To use adult appropriate teaching methods and resources in all sessions
- Develop and document curriculum, prepare and deliver lessons based on the students learning needs and goals, referencing to accredited curriculum, current theories of language acquisition and adult learning principles
- Ensure curriculum program delivery is flexible and inclusive of all students using a range of learning and assessment tasks and tools to address a range of learning styles and needs
- Preparing session plans and resources for each course
- Create engaging content for learners to progress their knowledge and skills
- Manage learner relationships with the professionalism
- Maintain up to date records for all Adult Community and Further Education (ACFE) documentation and submitted by due dates
- Participate in moderation meetings to improve and evolve curriculum
- Attend full staff and training department meetings

## Personal specifications – key selection criteria

### Essential:

- Technical knowledge to deliver quality Computer courses at a beginner and intermediate level using Microsoft Office applications and the latest internet searching; AND Certificate IV in Training and Assessment (TAE) (preferred).

- Demonstrated experience with, and understanding of, working with students that engage in an adult community setting including those from culturally and linguistically diverse backgrounds and low socio economic background.
- Demonstrated experience in delivering the Computer courses in a community setting or TAFE (please describe your experience teaching each level you wish to apply for)
- Demonstrated ability to complete mildly complex administrative systems and meet deadlines
- Ability to work within the A-Frame mandated by ACFE
- Good organisational & time management abilities

### Personal Attributes

- Commitment to and understanding of the community development or non-for-profit sector
- A flexible, responsive and helpful approach
- Ability to work unsupervised at times but also as part of team in a consultative manner

## Applications

- To be considered an application must include a document addressing the **key selection criteria and personal attributes**, in a brief cover letter and provide an up to date resume.
- Address your applications to the Training Manager at the Bridge: [training@bridge.org.au](mailto:training@bridge.org.au)
- If you would like to discuss this role further contact Boyd Maplestone on 03 9484 5806.
- Applications due **8am Tuesday 6 March**
- Interviews will be conducted on **Thursday 8 March**

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