



Position Description

Pre-Accredited Tutor/Facilitator

Clota Cottage Neighbourhood House is a not-for-profit community organisation that offers classes and activities that bring people together to connect, share and learn.

Our pre-accredited adult education program aims to develop skills, knowledge and confidence to support daily life, job seeking and community participation.

Position Purpose To deliver quality pre-accredited training programs to adult learners in accordance with the requirements and guidelines established by Clota Cottage Neighbourhood House and Adult Community & Further Education (ACFE) funding requirements.

Reports to: Manager for contractual matters
Programs Coordinator for schedule, course content, delivery, resources and other learner needs

Award NHACE 2016 Collective Agreement, Tutors Award

Work Location: Clota Cottage Neighbourhood House, 31 Clota Avenue, Box Hill, or any other venue as required

Role and Responsibilities

Pre-accredited Tutors are responsible for delivery of course instruction to adult learners. The Tutor may be required to perform some regular administration and consultation, in association with each contact hour of delivery.

Key Accountabilities:

Course Planning and Delivery

- Prepare, deliver and assess pre-accredited programs according to the A-Frame documentation
- Deliver classes, following the A-Frame course outline and complete weekly session plans
- Maintain learner portfolios including individual learner plans, learning reviews and feedback.
- Create and maintain a classroom environment that promotes learning and recognises the cultural and linguistic diversity of our participants and community.
- Maintain current and relevant learning resources, ensuring course content meets the needs of learners and incorporates materials that has everyday relevance. Resources may need to be customised to suit a range of learners. Provide copies of course material to the Programs Coordinator.
- Ensure learners are inducted into their course and informed of relevant policies and procedures in relation to their participation in Neighbourhood House activities.



- Deliver training in accordance with Clota Cottage's aims, mission and values.
- At end of each teaching session, ensure all equipment and furniture is replaced to its original location and the classroom is left neat and tidy, windows are closed and locked, heating/cooling off, etc. Refer to Room Checklist for Tutors for details.

Course records and student progress and certification

- Complete relevant administrative duties such as attendance rolls, sessions plans and student records. All records are to be maintained in accordance with the ACFE A-Frame.
- Maintain Learner records in accordance with Clota Cottage's policies and requirements.
- Ensure Learners complete required surveys at commencement and completion of the course.

Quality and compliance

- Adhere to Clota Cottage's policies and procedures.
- Foster positive staff relationships and promote a supportive working environment.
- Maintain current knowledge and skills in vocational training and learning.
- Adhere to OHS and workplace safety requirements, and report any incidents or concerns to management.

Key Selection Criteria

- Qualification or work experience relating to the pre-accredited course subject matter.
- Current Certificate IV in Training and Assessment or a tertiary teaching qualification is desirable.
- Experience teaching adult learners, ideally from culturally and linguistically diverse (CALD) backgrounds.
- Demonstrated ability in the preparation of course materials and lessons plans.
- Ability to manage learner experience and situations that may arise in a classroom environment.
- Well developed organisational, interpersonal and communication skills.
- A basic knowledge of Australian Quality Training Framework and an understanding of ACFE A-Frames is desirable.
- A current Victorian Police Check, or willingness to undergo a police check.

For more information:

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