



## **Position Description**

### **Casual Pre-Accredited ACFE Tutor**

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.

In recent years we have experienced solid, steady growth in participation in English language classes, and have expanded the range of classes offered to meet community demand. Pre-accredited adult education aims to develop learner skills, knowledge and confidence. Our classes aim to support learners develop pathways to further study, employment or volunteering, whilst building capacity to engage in today's changing complex society.

**Position Purpose** To deliver quality pre-accredited English language training 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 2024 Collective Agreement, Schedule 3, Part D, Tutor 2  
Level depends on skills and experience

**Hours** Actual teaching schedule to be agreed, depends on class. Day(s) will likely be either Monday, Wednesday and/or Friday.

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

#### **Role and Responsibilities**

- Prepare and deliver adult education programs according to the approved course plan and tutor delivery requirements.
- Foster a supportive 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.
- Liaise with the Programs Coordinator to maintain learner portfolios including learner plans, learning reviews, self-assessments and surveys.
- Record and monitor student attendance and progress.
- Participate in moderation and other continuous improvement activities.
- Tutors may be required to perform some administration, planning and consultation in relation to planning delivery, maintaining compliance records, and attendance.
- Maintain required industry knowledge and facilitation capabilities.
- Adhere to OHS and workplace safety requirements.

## Clota Cottage Neighbourhood House Inc.

31 Clota Avenue  
Box Hill 3128  
Tel: 9899 0062



### Key Selection Criteria

- Qualification and/or considerable experience delivering adult education, preferably pre-accredited training, relating to the course subject matter. Certificate IV in Training and Assessment or a tertiary teaching qualification is desirable but not essential.
- Experience facilitating classes or workshops to diverse learners and the ability to tailor learning outcomes.
- An understanding of Pre-Accredited Quality Framework (PQF) and ACFE is desirable.
- 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.
- Some computer skills to access MS365 to store and retrieve course materials, and to record learner attendance in our Student Management System (Social Planet).
- Well developed organisational, interpersonal and communication skills.
- A current National Police Check, or willingness to undergo a police check. A current Working with Children Check.

### For more information:

Simone Schweigert, Manager  
Email: [manager@clotacottage.org.au](mailto:manager@clotacottage.org.au)  
Tel: (03) 9899 0062