



Position Description: Pottery & Advanced Ceramics Trainer

Position	Pottery & Advanced Ceramics Trainer	Reports to	Community Education Manager
Hours	Casual employment - as per contract Classes run: Monday 7-9.30pm Tues 1-3.30pm Tues 6.30-9pm Wed (kids') 4-5.30pm Wed 6.30-9pm Thurs 1-3.30pm Thurs 6.30-9pm Fri 10am-12.30pm Sat 10am-12.30pm Sat 2-4.30pm	Area	Community Education
Award	Neighbourhood House and Adult Community Education Collective Agreement 2010 - Paid above award	Start date	April 2022
		Course details	Starting April 2022 Delivered face-to-face in Preston

ORGANISATION OVERVIEW

Bridge Darebin is a vibrant, not-for-profit community organisation based in the Darebin LGA. Bridge Darebin is a Social Enterprise that incorporates a Neighbourhood House, a Learn Local organisation, a low-waste training café, and Occasional Care Centre. We value community ownership and management and provide our services free from discrimination. We are a registered charity and Public Benevolent Institution.

We are an economically and environmentally sustainable social enterprise NFP that provides social, educational, and support programs to meet community needs. The organisation has five main areas of activity across multiple sites: adult education, children's services, community programs, venue hire, and our socially responsible café, Moon Rabbit.

ABOUT THE ROLE

As a Pottery tutor, you will be responsible for facilitating one or more of our pottery classes over the course of a full term (8-10 weeks). You will need to offer guidance, knowledge and assistance to students of varying skill levels to develop their techniques in using pottery material and equipment to create their own projects. You will also be responsible for ensuring students are using the wheel and other equipment safely.

The key responsibilities are to support the delivery of a high quality and supportive pottery course/s that engage learners to increase their knowledge and skills in the field of pottery in a safe and engaging environment.

In some cases, our pottery classes are delivered under the pre-accredited training program under the Adult Community Further Education Framework (ACFE). Tutors of pottery ACFE classes will need to adhere to ACFE compliance, incorporates adult learning principles and creates a supportive learning environment. The role will involve working with diverse community members of different ages, abilities and skill levels.

KEY RESPONSIBILITIES FOR THIS ROLE

Teaching

- Deliver a quality ceramics and pottery program responsive to the needs of adult learners where required
- Develop project resources to support existing session plans to enhance student learning
- Value and use an interactive and inclusive teaching approach
- Establish a sense of shared responsibility for learning
- Monitor and record participant progress, with appropriate feedback to participants

Administration

- Maintain accurate student files according to ACFE funding requirements
- Adherence to ACFE compliance requirements within deadlines
- Provide advice to the Community Education Manager on policy and procedural matters as requested

Program and Curriculum Management

- Review programs at the completion of each term to evaluate if the needs of adult learners are being met, making recommendations for continuous improvement

Occupational Health and Safety

- Observe and fulfil Bridge Darebin's responsibilities under the OHS Health and Safety Act 2004 and regulations applicable within the state of Victoria
- Use 'due diligence' to ensure Bridge Darebin meets its duties to protect employees, contractors and other persons against harm to health and safety

KEY SELECTION CRITERIA

REQUIRED

- Proven experience working with pottery, ceramics and/or relevant arts medium
- Experience working with diverse community members, including neurodiverse individuals

- Experience in teaching, facilitation, or other community education
- A demonstrated ability to liaise with people at all levels and from all backgrounds in an informative, accurate and positive manner
- Demonstrated ability to connect with diverse community members
- Ability to work cooperatively within the workplace culture of Bridge Darebin

DESIRED

- Certificate IV in Training & Assessment

APPOINTMENT IS SUBJECT TO:

- Current Working with Children Check
- Current Victorian Police Check
- 3-month probationary period