

St Albans Secondary College, in partnership with Hands on Learning Australia is looking for two part-time instructors/mentors (known as Artisan Teachers) to deliver a small group, early intervention program for Year 7-10 students that significantly increases confidence, attendance and retention. Students are invited to take part in creative building projects that benefit the school and local community while receiving role modelling, mentoring and positive feedback. These will be fixed term appointments for 19 hours per week. Trades, experience is an advantage, but not essential. A Working with Children Check will be required.

See [www.handsonlearning.org.au](http://www.handsonlearning.org.au) for more information about the program. Applicants should address the Selection Criteria, include a Cover Letter and a CV, with contact details for three referees.

Applicants may apply through Recruitment Online <https://schooljobs.education.vic.gov.au> job reference # 859414 or by submitting your application by email to [st.albans.sc@edumail.vic.gov.au](mailto:st.albans.sc@edumail.vic.gov.au)

Applications Close 16/7/2014

## Position Description

### Hands On Learning (HOL) Artisan-Teacher

#### Position Context

**General:** Hands On Learning Australia is a Harm Prevention Charity seeking to engage young people with their school and community. We support schools to implement the Hands On Learning methodology (Hands on Learning), which is a one-day a week in-school early intervention program for years 7 to 10 students that significantly increases confidence, attendance and retention of students. Students are invited to take part in creative building projects that benefit the school and local community. The program is long term and delivered in a cross-age supportive environment where role modelling, positive feedback and mentoring are found to be highly effective. As an in-school program, students remain connected with the broader school community and continue with their academic-based curriculum the remaining four days of the week.

Hands On Learning values, open communication, respect and actively encourages the building of a deeper understanding of the educational context, for the individual. Because participation in the Hands On Learning is a journey of personal growth for participants, staff are similarly required to model exploration of their own personal growth and professional development as part of the role of a Hands on Learning artisan-teacher. Hands On Learning require staff to enact and promote the values of Hands On Learning Australia (Hands on Learning Australia ).

**Specific:** The Hands on Learning artisan-teacher will work closely with the Hands on Learning Australia team and school community, to plan, design and implement Hands On Learning. The Hands on Learning artisan-teacher must have strong interpersonal skills to foster a learning environment that takes into account, the individual needs of students. The Hands on Learning artisan-teacher role demands a sound level of competency in technology, and demonstrated professional knowledge and experience in the re-engagement of disengaged students. The Hands on Learning artisan-teacher must work effectively as part of a team to support the management of student behaviour, and liaise with internal/external school support services to support students to build pro-social skills and behaviours.

#### Position Objectives:

1. The development and implementation of Hands On Learning projects in cooperation with students and their school communities.
2. The support of young people through delivery of competency based learning experiences gathering evidence to document student learning and achievement.
3. The communication of student educational needs to build effective educational pathways for students.
4. The building of strong supportive relationships for students that work to maintain student connection with their school community and modify student behaviours.
5. The implementation of key elements of the Hands On Learning model of educational support to ensure the consistent delivery of a quality program.

### Selection Criteria

1. Demonstrated understanding of the philosophy of the Hands on Learning program and the role of the Artisan teacher
2. A demonstrated ability to communicate well with staff and students
3. A demonstrated capacity to plan programs that match the Hands on Learning philosophy
4. Demonstrated awareness of OH&S requirements related to the Hands on Learning position
5. A demonstrated ability to competently use and maintain equipment
6. A demonstrated ability to complete documentation, collect data and prepare written progress reports as part of the administration of the Hands on Learning program

### Specific Responsibilities

Below is a table with key responsibilities and work tasks relevant to the Hands on Learning artisan-teacher role.

Key Responsibilities	Description	HOL examples
<b>Personal and Professional Development</b>	Continual development personally and professionally to meet the changing needs of the Hands on Learning Australia as it grows across the education sector.	Attend regular Hands on Learning Cluster & Professional Development meetings  Actively participate in performance review process & respond appropriately to constructive feedback.
<b>Professional Service Delivery</b>	Act in a professional manner at all times when dealing with internal and external services.  Maintain confidentiality both organizationally and specific to students.  Provide supervision to students maintaining safety and duty of care.	Communicate in respectful and polite manner at all times; following through with key tasks, maintaining focus on role and responsibility  Comply with Hands on Learning Australia and DEECD policy and procedures for programs & students

Key Responsibilities	Description	HOL examples
<b>Administration and Documentation</b>	Ensure that all documentation is accurate and completed in a professional and timely manner.	<p>Complete Hands on Learning reports for students each semester</p> <p>Complete documentation connected to school procedures</p> <p>Maintain accurate records and data on students</p> <p>Attend regular school meetings</p>
<b>Technical Skills and Application</b>	<p>Technical Skills and Knowledge of applied Learning principles relevant to Hands on Learning delivery</p> <p>High level interpersonal skills to actively mentor and support disengaged students to engage with the learning process</p> <p>Professional communication with key school staff on student progress</p> <p>Implement school systems to support appropriate identification of students for Hands on Learning</p>	<p>Demonstrate technical building skills to students</p> <p>Model respectful teacher/student relationships as part of Unqualified Positive Regard</p> <p>Implementation and communication of focus plans to the wider school community</p> <p>Working with key school staff to conduct an intake process</p>
<b>Team Work and Communication</b>	<p>Open and timely communication in order to provide clear detailed information to the Hands on Learning team and the wider school community</p> <p>Open communication as part of teamwork and collaborative practices</p>	<p>Plan and organise time so that Hands on Learning Program delivery is prioritised over other tasks</p> <p>Lead Hands on Learning participant teams of students in successful completion of tasks</p>
<b>Continuous Improvement</b>	<p>Participate in OH&amp;S activities to ensure safe work environment</p> <p>Completion of formal accredited DEECD training</p>	<p>Completion of relevant OH&amp;S certification</p> <p>Participate in credentialed training to deliver Hands on Learning e.g.: Certificate IV</p>

Key Responsibilities	Description	HOL examples
		TAE, First Aid

**Accountability:** The Hands on Learning artisan-teacher is employed by the Hands on Learning School to deliver Hands On Learning. Hands on Learning staff are subject to DEECD employment conditions and work expectations and must complete a successful police check and have a current Working with Children Card as a condition of their employment. Hands on Learning staff are an employee of the school and are directly accountable to their School Principal. Day to day running of the Hands on Learning is supervised and monitored by key school staff such as an Assistant Principal. Conclusion: Hands On Learning staff hold the dual role of being part of both the Hands on Learning organisation and the school community that they work in, and are expected to actively participate in the activities of the Hands on Learning Australia organisation and be part of their school community. The Hands on Learning Australia team provides advice, professional development and support to Hands on Learning staff. In addition Hands on Learning Australia provides regular progress reports to school administration to maintain clear and transparent accountability to Hands on Learning schools. Hands on Learning staff are supported to deliver the Hands on Learning methodology, working effectively with their school and the Hands on Learning Australia team to deliver a quality educational program.