



Family Life Sessional Educator Sexuality and Human Relations

POSITION DESCRIPTION 2010

TITLE: Sessional Educator - Sexuality and Human Relations.

REPORTS TO: Education & Training Manager

RESPONSIBLE TO:
The Committee of Family Life Victoria Inc. through the Education & Training Manager.

REMUNERATION:
As per attached Rates of Pay schedule.

OBJECTIVES:
To conduct Sexuality and Human Relations programs to young people from Prep - Year 6 and/or their families with Family Life curriculum.

Selection Criteria

- Evidence of current high quality teaching experience and a sound knowledge of current teaching practices.
- Highly developed communication skills including public speaking and group facilitation skills.
- An understanding of current issues related to health and sexuality education in schools.
- An understanding of the role of family in a child's sexual development.
- A demonstrated ability to clarify personal values through open discussion without imposing their own values onto others.
- A willingness to learn and an ability to work alone or as part of a team.
- Highly developed organizational and administration skills.

Programs are

hours of work are sessional
no guaranteed maximum or minimum
negotiated between the Educator, **Family Life** and the client school
conducted during school terms
primarily in the Melbourne metropolitan area

Programs

Family programs are

- conducted mainly in the evenings
- for children and their families

School programs are

- usually a series of three one hour sessions
- mainly for primary aged students

- conducted during school hours

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Parent Information programs

- are conducted mainly in the evenings
 - promote and inform schools about **Family Life** programs
- Programs can also be conducted for community or other target groups

TRAINING:

Selection for training will be based on

1. Submission of a Curriculum Vitae.
2. Ability to address the key selection criteria.
3. Demonstrated understanding of and commitment to the ethos of **Family Life**.
4. Successful interview/s and referee statements.

Training is -

FREE to selected applicants.

consists of four days over a 2 week period.

enables candidates to conduct Family Programs for Primary schools only.

A further days training is required for Educators to be eligible to conduct SCHOOL programs and other Family Life programs.

Family Life reserves the right to terminate training or employment at any stage should a candidate be deemed unsuitable. Prior consultation and evaluation will take place with the candidate.

PROFESSIONAL DEVELOPMENT

Educators are expected to

- attend regular Educator meetings to ensure on-going peer support and professional development.
- attend and participate in Professional Development, of at least two days per year.

TEACHING RESPONSIBILITIES

- Liaise with the school prior to a school visit regarding final arrangements for a program.
- Prepare course outline and resources that reflect the current needs of a school with reference to existing school files.
- Presentation of **Family Life** Prep-6 Family course material/ Prep-10 School course material.
- Promote **Family Life** and its services to school children, parents and the general public.
- Submit course outline and evaluation for School programs.

ADMINISTRATIVE RESPONSIBILITIES

- Maintain book stock for sales at Family sessions.
- Collect and bank admission fees and book sales for each Family program.
- Complete and submit Educator Returns and monthly Book Stock forms.
- Maintain resources/equipment provided by **Family Life**.
- Perform other duties consistent with the basic responsibilities of the position as may be required by the Director of Education.

TRAVEL

- a current Victorian driver's licence and a reliable car are required.

A willingness to work flexible hours on a sessional basis.

Prior to or during the initial Training Program Educators are required to observe a Family session.

Formal teaching qualifications (preferably at primary level) or other relevant qualification (ie tertiary).