Position Description - Teaching Staff

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Teacher - Foundation Programs (VCAL and Disability)</th>
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<tbody>
<tr>
<td>Portfolio</td>
<td>Education</td>
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<tr>
<td>Centre/Department</td>
<td>Foundation and Further Education</td>
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<tr>
<td>Primary location</td>
<td>Warrnambool Campus</td>
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<tr>
<td>Classification</td>
<td>Teaching Staff L1 - L3 (dependent on qualifications and experience)</td>
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<tr>
<td>Position Number/’s</td>
<td>TBC</td>
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<tr>
<td>Reporting to</td>
<td>Senior Educator</td>
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Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located in Warrnambool, Portland, Hamilton & Colac, with facilities and services set to expand as the region grows.

Our Ambition is to provide future focused education that creates a lifetime of opportunity and employability. Our Purpose is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to. Our Values are to be people focused, deliver quality and excellence and to constantly seek innovation.

Department overview

The Department of Foundation and Further Education is responsible for the delivery of VCAL, Foundation Disability programs, English as an Alternative Language and Student Learning Support across the Institute’s campuses and has staff based at Warrnambool, Portland, Hamilton and Colac but may conduct programs in other regions.

The department supports the delivery of teaching and learning programs at SW TAFE, including the development and implementation of educational projects aligned with the strategic direction of the organisation in collaboration with our Industry and community partners. This will be achieved through the delivery of high quality skills training that meet the current and emerging needs of the region.

Position overview/your opportunity

The Disability Education Programs deliver foundation level courses covering Certificate I in Transition Education, Certificate I in Work Education, Certificates intro, I and II in General Education for Adults. The VCAL area delivers the Victorian Certificate of Applied Learning at Foundation, Intermediate and Senior levels, including classroom learning and work placement. The teaching teams work together to share ideas and resources to produce a high standard of delivery across all our programs and campuses. The teaching teams also work in collaboration with South West TAFE Support Services.

TAFE teachers are accountable for the delivery of quality education, training and fee for service programs in accordance with the vocational education and training standards detailed in the Australian Quality Training Framework (AQTF) 2007. This position encompasses all facets of the learning process from course enquiry and advice to assessing and determining the training requirements of Institute clients. The work requires the management of the learning process for students using a variety of TAFE teaching strategies such as recognition of prior learning, on-line learning support, workplace learning, delivery and assessment as well as traditional classroom delivery.

This position provides high-quality training services on behalf of the VCAL and Disability Education Programs. The role requires an innovator who can effectively respond to the training demands of Institute clients, who is able to work in a variety of environments and with different teaching and learning modes. The Teacher is also responsible for developing resources and assessment tools to support this delivery and for developing and maintaining relationships with industry and key government bodies.

TAFE teachers are expected to work effectively as members of a team and to be involved in a range of course and program coordination activities which support the effective operation of the teaching centre and the achievement of learning outcomes for students. To effectively support the department, this position may be required to coordinate and
teach in other programs delivered by the department, including fee for service and industry based training. Any additional teaching requirements will depend on qualifications and expertise.

Key Responsibilities

- Teach in subjects and programs in a variety of learning modes and across a range of locations
- Is proactively engaged with the end to end teaching process ensuring service excellence and continuous improvement across SWTAFE including meeting governance expectations of fee for service programs
- As appropriate, provide potential and ongoing students with individual educational support by assessing students against the required standards, accurately recording achievement and providing feedback to students on their demonstrated performance in relation to any given standards
- Develop high quality teaching resources and assessment materials to meet the requirements of both accredited curriculum and training packages
- Maintain accurate records of student progress and assessment in accordance with established policies and procedures
- Liaise as appropriate with industry and the community to develop and customise training appropriate to client requirements
- Plan, market, coordinate and monitor relevant SWTAFE and industry based programs
- Provide support and advice to students of diverse cultures, backgrounds and abilities and implement appropriate support strategies and/or learning programs as required
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key to success (Key Selection Criteria)

Successful candidate will demonstrate the best combination of the following characteristics;

- Experience in teaching a range of subjects and programs in a variety of learning modes
- Experience and passion for working with foundation level students with a recognised disability or high needs
- Capability to research and develop appropriate teaching curriculum, materials, resources and methods of assessment relevant to the TAFE Sector
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students and customers
- Undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and ensure regulatory compliance
- Knowledge and ability to work effectively in the Vocational Education & Training (VET) sector
- A flexible and adaptive approach to teaching delivery and assessment utilising contemporary technologies

Qualification/Requirements

Mandatory requirements

- An approved degree in a relevant vocational area or approved equivalent qualifications, approved industry experience and the ability to demonstrate currency in vocational workplace competencies
- An AQF4 vocational teaching qualification - for example, Certificate IV in Training and Assessment TAE40116
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- VIT (Victorian Institute of Teaching) registration
- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or Level 6, with significant teaching experience, including TAFE postings
- Demonstrated experience working with high needs cohorts
- Substantial experience using Microsoft Office products and relevant industry software and programs
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Additional information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with the Victorian TAFE Teaching Staff Multi-Enterprise Agreement, 2015
- Any member of SWTAFE may be required to work at any site dependent upon business needs

<table>
<thead>
<tr>
<th>Authority level</th>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Prepared by</td>
<td>Recruiting/Hiring Manager</td>
<td>Emma McDonald – Senior Educator</td>
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<tr>
<td>Approved by</td>
<td>Department Executive Manager</td>
<td>John Flett – Executive Manager</td>
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<tr>
<td>P&amp;C review</td>
<td>People and Culture</td>
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