

## Position Description

<b>Position Title</b>	Teacher – Automotive
<b>Portfolio</b>	Education
<b>Division</b>	Building Construction and Smart Technologies
<b>Department/Cost Centre</b>	Automotive - 01903
<b>Classification</b>	Teaching Staff L1 - L3 (dependent on qualifications and experience)
<b>Position Number/s</b>	102121, 102151
<b>Reporting to</b>	Senior Educator – Plumbing, Automotive, Engineering and Maritime
<b>Supervises</b>	Nil

### 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 and 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:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

### Division Overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Building Construction & Smart Technologies is responsible for the delivery of Traditional Trade programs which incorporates Automotive, Engineering, Electrical and Plumbing. Other programs include Information Technology, Maritime, Civil Construction and related programs across all Institute campuses (excluding Colac) and training sites including workplaces throughout the state.

The Division has staff based at Warrnambool, Portland, Hamilton, Sherwood Park and remote site locations. Programs are also delivered in other regions, including interstate and internationally.

### Position Overview (Your Opportunity)

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 Automotive department. 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 Accountabilities**

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

#### ***Your Position***

- Teach in subjects and programs in a variety of learning modes and across a range of locations
- Establish and maintain contacts and networks with industry, key partners and stakeholders
- This role will be required to support and undertake student recruitment and enrolment
- 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

#### ***Your Organisation***

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- 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 seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

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 Selection Criteria (Key to Success)

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

- Proven experience in the Automotive Industry and sound knowledge of the Automotive Industry.
- Experience in teaching a range of subjects and programs in a variety of learning modes
- 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

## Qualifications and Requirements

### Mandatory requirements

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

### Highly desirable requirements

- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 5, Level 6 or above that clearly evidences:
  - Studies in adult learning methodology
  - Studies in teaching in a Vocational Education environment
  - Studies in Applied Research (linked to the Boyer framework of scholarship)
  - 200 hours of supervised practicum
- A minimum of 2 years' relevant vocational experience
- Substantial experience using Microsoft Office products and relevant industry software and programs

## Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE Teaching Staff Agreement 2018
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Click here to enter text.	Click here to enter a date.
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture		

<b>Agreed by</b>	Incumbent		
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