

Position Title	Teacher – Finance (Business)
Portfolio	Education
Division	Business Design and Personal Services
Department/Cost Centre	Business - 01872
Classification	Teaching Staff L1 - L3 (dependent on qualifications and experience)
Position Number/s	101783, 101788
Reporting to	Senior Educator - Business Design and Personal Services
Supervises	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 throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

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

The Division of Business, Design and Personal Services is responsible for the delivery of Art and Design, Tourism, Travel, Business, Finance, Hair and Beauty, Massage, and Information and Communications Technology programs across South West TAFE campuses. The division also manages one of South West TAFE's training business arms, Pure Academy.

The division has staff based at Warrnambool, Portland, Hamilton and Colac; however the division regularly conducts programs in other regions and may include international sites.

Position Overview (Your Opportunity)

As a TAFE teacher you will be accountable for the delivery of high-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.

In your role as Teacher – Finance you will enjoy the satisfaction of giving students from diverse backgrounds the accounting skills they need to succeed in their future careers. Your current contemporary industry knowledge and experience will be fully utilised with the end to end teaching process.

This position will enable you to work within a supportive team of industry lead educators whilst being part of a leading training organisation. As a member of the team you will be involved in a range of course and program coordination activities which support the effective operation of the teaching centre and the achievements of learning outcomes for students.

Key Accountabilities

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

- Deliver finance training as directed by the organisation
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students
- Establish and maintain contacts and networks with key partners and stakeholders
- Teach in subjects and programs in a variety of learning modes and across a range of locations
- Proactively engage with the end to end student journey ensuring service excellence and continuous improvement across SWTAFE including training design, delivery and meeting governance expectations of all programs
- Provide potential and current 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 industry's 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
- Contribute to the planning, marketing, delivery, coordination and monitoring of 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 seeks 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 seeks 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;

- Current industry knowledge and experience in the Finance industry
- Establish and maintain contacts and networks with key industry and educational partners and stakeholders
- Experience in delivering flexible and adaptive approaches to training and assessment utilising contemporary technologies and a variety of learning modes
- Capability to research and develop appropriate teaching curriculum, materials, resources and methods of assessment relevant to the industry 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

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
- 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

- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or 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
 and with significant teaching experience and a minimum 2 years relevant vocational experience
- Post graduate qualifications in Adult Education
- Substantial experience using Microsoft Office products and relevant industry software and programs

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 Victorian TAFE Teaching Staff Agreement 2018
- 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	Marcia McCarthy	
Approved by	Department Executive Manager		
P&C review	People & Culture	Reviewed	
Agreed by	Incumbent		