

Position Title	Senior Educator – School of Education
Portfolio	Education
Division	School of Education
Department/Cost Centre	School of Education - 01860
Classification	Education Manager 1
Position Number/s	102189
Reporting to	Head of School – School of Education
Supervises	Courses with the School of Education

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

The School supports the delivery of teaching and learning programs at SWTAFE, 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)

As a leader within the Institute's organisational structure, the Senior Educator is an experienced educational professional who provides support to the Manager and leads, motivates and supervises a team of professional teaching and non-teaching staff.

The position is responsible for encouraging educational excellence in the development and delivery of programs and educational services across the Division's teaching areas. The role is responsible for a number of courses and program options.

As an integral part of the operations of the Division, the Senior Educator may have a teaching allocation requiring teaching knowledge and expertise in at least one of the Division's specialist teaching areas. Vocational qualifications, Secondary Education, industry expertise and relevant skills would determine the appropriate programs for delivery.

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

- Display significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position
- Provides a high level of accountability in the achievement of the Institute's educational and business objectives as they relate to the Division's operations;
- Demonstrates a high level of theoretical, educational and operational knowledge in all professional interactions both within, and external to the Institute;
- Requires the ability to deal with sensitive and confidential information, as well as the ability to use initiative to identify appropriate and relevant solutions to identified issues;
- Works collaboratively with key clients, and utilises a professional body of knowledge to determine strategies and programs to facilitate the delivery of superior programs and services to existing and new client groups.
- Provide authoritative leadership, motivation and mentoring to a team of teaching and support staff across the full range of the specified teaching and program areas.
- Lead the design, development, delivery, and evaluation of innovative, customised, high quality and flexible vocational education training and curriculum programs, including on-campus, off-campus and industry based.
- With the Head of School, assume responsibility for the achievement of the business objectives including:
 - student contact hours
 - student participation and result entry
 - program income and expenditure
 - and monitor and report against the relevant key performance indicators for the Division.
- Investigate, design, manage and evaluate projects to support the development of the Division's educational objectives and the long term strategic direction of the organisation.
- Liaise with staff, to report operational difficulties and negotiate proposed solutions.
- With the Head of School, prepare, monitor and report on the Division's budget, make recommendations, and participate in activities which promote the Division and its projects both internally and externally.
- Maintain an awareness of trends and opportunities in education and training delivery by appropriate networking and professional development activities.
- Contribute to organisation-wide planning and policy development, preparing reports, statistics and relevant information as required.
- With the Head of School, manage and supervise reporting staff to optimise their performance in a team environment
- Optimise staff performance within a team environment.
- Integrate best practice health and safety management into the Division's structure, processes and culture
- Manage student retention, risk and financial impacts on agreed delivery plan
- Proactively manage staff leave liability to minimise risk to the organisation

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and 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 organisation's 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 educational leadership and management skills, significant experience as a teacher or coordinator in one or more program areas of responsibility as well as knowledge of current issues and developments in the vocational education and training (VET) sector and secondary education.
- A thorough understanding of the TAFE system, its structures and operations, along with knowledge of industry training requirements for the VET sector generally and compliance and reporting requirements in particular.
- Demonstrated extensive experience in an educational environment, including a sound background in teaching and administration, preferably in a secondary education and vocational education and training context. A demonstrated ability to supervise, lead and motivate a team of professional staff is considered essential.
- Demonstrated ability to promote the courses delivered by the Division within the region and beyond as well as a proven record in implementing and supporting flexible and innovative approaches to teaching and learning, including the use of new technologies.
- A high level of interpersonal and written and verbal communication skills including the ability to establish strong links with business and regional agencies as well as the ability to negotiate effectively and work through issues constructively with staff, students and relevant stakeholders.

Qualifications and Requirements

Mandatory requirements

- An approved degree, advanced diploma or diploma, certificate or approved equivalent qualifications with industry experience and the ability to demonstrate currency in the vocational workplace competencies and verification of management experience
- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) 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 a minimum 4 years teaching experience and a minimum 2 years relevant vocational experience
- An AQF4 vocational teaching qualification Certificate IV in Training and Assessment TAE40116
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- A relevant management qualification or commitment to undertake a qualification in management and leadership
- 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
- 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		
Approved by	Department Executive Manager		
P&C review	People & Culture	Transferred to new template	12/08/2020
Agreed by	Incumbent		