

<b>Position Title</b>	Teacher – TAE Programs
<b>Portfolio</b>	Education
<b>Division</b>	School of Education
<b>Department/Cost Centre</b>	Professional Education - 01864
<b>Classification</b>	Teaching Staff L2 - L3 (dependent on qualifications and experience)
<b>Position Number/s</b>	102096, 102108, 102197
<b>Reporting to</b>	Senior Educator – Professional Education
<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 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, Art & Design, Disability programs, English as an Alternative Language, Education Support, Sport & Recreation, Early Childhood Education and Care, Professional Education, Reconnect 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.

Professional Education provides training for people desiring to enter the VET sector as educators. It delivers the TAE40116 certificate IV in Training and Assessment and the Industry Presenter short course.

## Position Overview (Your Opportunity)

The Teacher - TAE Programs will be part of a small team responsible for the delivery of high-quality training and education services on behalf of the Institute. This position requires an innovator who can effectively respond to the training and education demands of Institute clients both internal and external, and who is able to work in a variety of environments and with different teaching and learning modes. TAFE teachers are also responsible for developing resources and assessment tools to support this delivery and for developing and maintaining relationships with industry and key government bodies.

## 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**

- Teaching and assessment of the Certificate IV in Training and Assessment (TAE40116)
- 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 teaching process ensuring service excellence and continuous improvement across SWTAFE including meeting governance expectations of all 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 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 Program (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)

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

- Demonstrated experience in training and assessing the TAE training package using a variety of training modes, specifically Certificate IV in Training and Assessment TAE 40116
- 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 of 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*

- Approved AQF5 or higher teaching qualification in adult education, (i.e. Diploma of VET, TAE50216 - Diploma of Training Design and Development) including supervised teaching practice and studies in teaching methodologies
- Employee Victorian Working with Children and satisfactory Police Check

### *Highly desirable requirements*

- Minimum 7 years working in the VET sector
- Minimum 4 years training and assessing in the TAE training package
- 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
<b>Prepared by</b>	Recruiting/Hiring Manager	Janice Gaulke	
<b>Approved by</b>	Department Executive Manager	Louise Cameron	
<b>P&amp;C review</b>	People & Culture	General Review	21/04/2020
<b>Agreed by</b>	Incumbent		