

Position Title	Teacher – LN Support
Portfolio	Education
Division	School of Education
Department/Cost Centre	Education Pathways - 01869
Classification	Teaching Staff L1 - L3 (dependent on qualifications and experience)
Position Number/s	102753
Reporting to	Teaching Education Manager – School of Education
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 School of Education is responsible for the delivery of Senior Secondary Programs, Art & Design, Disability programs, English as an Alternative Language, Education Support, Sport & Recreation, 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)

The LN Support program is vital within SWTAFE in facilitating and supporting student engagement, retention and overall success in achieving qualifications.

The Teacher – LN Support offers literacy, numeracy and student support for students to ensure they maintain up to date course work and reach appropriate literacy and numeracy levels to successfully complete course content. The role works exclusively with students, their teachers, as well as Teaching Education Manager to achieve success for each student that require support.

LN Support delivery is integrated into the student's main course of study and takes place in a classroom setting within the structured teaching time for whole class.

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

- Teach support and facilitate student development by:
 - Assisting students in a classroom environment as determined by the VET Teacher and support the Teaching Education Manager. This may be in a Face to Face, blended or virtual classroom depending on the groups supported.
 - Assisting students in a classroom or small group
 - Assisting students on course specific work in a classroom setting
 - Developing LNSUPPORT resources materials as required, in accordance with the relevant Framework
 - Facilitating small group learning sessions for literacy and numeracy
- Monitor and implement individual student assistance and ensure familiarity with the directives and/or reasonable adjustments required
- Work closely with Teaching staff to ensure an integrated approach to the assessment of student literacy and numeracy skills and follow up with appropriate support.
- Attend to relevant administrative and student functions – including reporting, enrolments, attendance updates, student progress and results, utilising the relevant systems in place.
- Keep up to date with relevant information and industry best practice, including any educational developments and policies that may affect the program delivery.
- 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
- Comply with internal policies and procedures, including the Code of Conduct, privacy and confidentiality requirements
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Facilitate and promote students learning independence, self-determination, positive self-esteem, health and wellbeing
- Ensure students' rights to privacy, respect, dignity and confidentiality are upheld and maintained at all times
- Ensure service excellence through setting professional standards and measuring outcomes on a daily basis
- Maintain a respectful, polite and considerate approach when dealing with all students, staff, customers and community members

Your Organisation

- Recognise areas in which guidance and support is required from by the VET Teacher.
- 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;

- A demonstrated understanding of student centred support programs or services
- Demonstrated experience and/or knowledge in supporting classroom teaching in the areas of literacy and numeracy
- Demonstrated strong digital literacy with high quality skills in Microsoft Suite and Moodle platforms
- Demonstrated strong interpersonal skills, which include the ability to communicate effectively with a range of people and in a variety of situations
- A demonstrated commitment to monitor, collect and record accurate data and complete all required administration tasks within set time frames

- The ability to seek information necessary to solve problems as they arise
- Flexibility in a changing environment whilst maintaining professional practice
- A team player who achieves goals whilst utilising an organised and methodical approach to work

Qualifications and Requirements

Mandatory requirements

- Relevant AQF level 6 or above teaching qualification with a relevant method. Bachelor of Education, Graduate Certificate or Graduate Diploma or Higher which may include qualifications relating to TESOL, adult education or vocational education
- Employee Victorian Working with Children Check
- Satisfactory Police Check
- Minimum vocational teaching qualification Certificate IV in Training and Assessment TAE40116 (or equivalent)

Highly desirable requirements

- Substantial experience in computers and Microsoft office products and relevant industry software

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	Anthony Auletta	Dec 2023
Approved by	Department Executive Manager		
P&C review	People & Culture	Mark Robson	Dec 2023
Agreed by	Incumbent		