

Position Description

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| Position Title | Teacher - Travel and Tourism |
| Portfolio | Education |
| Division | Business, Design & Personal Services |
| Department/Cost Centre | Tourism - 01866 |
| Classification | Teaching Staff L1 - L3 (dependent on qualifications and experience) |
| Position Number/s | 101852, 101780, 102239 |
| Reporting to | Teaching Education Manager – 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 along with Industry Connect and Conferencing and Short Courses

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)

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 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.

Your experience in the tourism industry, your Vocational Education Training skills, excellent networking and customer service abilities will be fully utilised in this role. 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 tourism training across a range of qualifications including Certificate III, Certificate IV to Diploma of Travel and Tourism Management
- 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
- Teach in subjects and programs related to tourism, travel and guiding and in a variety of learning modes and across a range of locations
- 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;

- Experience in training delivery and assessment of Certificate III Tourism, Cert III Guiding, Certificate IV Travel and Tourism and or the Diploma of Travel and Tourism Management
- Experience in teaching a range of subjects and programs including travel, tourism and guiding 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
- An 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 or Level 6, with significant teaching experience, including TAFE postings
- A minimum of 2years' experience in tour guiding or guiding qualifications
- A minimum of 2 years' experience with Tourism specific software programs e.g. RMS or Galileo

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 | Karen Richards | 17/10/2019 |
| Approved by | Department Executive Manager | Louise Cameron | 17/10/2019 |
| P&C review | People & Culture | Reviewed – Lynden Brown | 17/10/2019 |
| Agreed by | Incumbent | | |