

Position Title	Teacher – First Aid
Portfolio	Education
Division	Health and Community Services
Department/Cost Centre	Nursing - 01847
Classification	Teaching Staff L1 – L3 (dependent on qualifications and experience)
Position Number/s	101815
Reporting to	Senior Educator - Nursing
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** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

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

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Teaching Division of Health and Community Services is responsible for the delivery of a wide range of programs including Nursing, Community Services, Aged Care and Disability across the Portland, Hamilton, Colac and Warrnambool campuses. The Teaching Division has staff mainly based at Warrnambool campus.

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 the organisation's clients. The work requires management of the learning process for students using a variety of TAFE teaching strategies to train and assess learners.

This position may require flexibility in work hours and travel around SWTAFE Victoria in order to deliver training across campus and to a range of industry groups.

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 training across a range of First Aid and CPR qualifications in a variety of learning modes and across a range of locations
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students
- Establish and maintain contacts and networks with key industry and educational partners and stakeholders
- Proactively engage with the student journey including training design, delivery and meeting compliance expectations of all programs
- 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

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 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)

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

- Current qualifications, industry knowledge and experience in providing First Aid and CPR training
- Ability to establish and maintain contacts and networks with key industry and educational partners and stakeholders
- Experience in the identification and implementation of innovative teaching and learning strategies to support the diverse needs of students and customers
- Willingness to undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and ensure regulatory compliance
- An understanding of adult learning principles and how to apply these in face to face and online delivery models
- Knowledge and ability to work effectively in the Vocational Education & Training (VET) sector

Qualifications and Requirements

Mandatory requirements

- Must hold HLTAID003 Provide First Aid issued within the past 3 years and HLTAID009 Provide Cardiopulmonary Resuscitation issued within the past 12 months or higher level First Aid Qualifications
- An AQF4 vocational teaching qualification - for example, Certificate IV in Training and Assessment TAE40116
- Employee Victorian Working with Children and satisfactory Police Check
- COVID- 19 vaccination

Highly desirable requirements

- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or Level 6 or above with:
- 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
- An approved degree, diploma or certificate in health or a health-related area, relevant industry experience and the ability to demonstrate currency in First Aid related competencies
- Substantial experience using Microsoft Office products and relevant industry software and programs

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		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		