

Position Description

Teacher- LN Support

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| |  | | --- | | **Reports to** | | **education business unit** |
| Education Delivery Manager | Education/Koorie Programs and Youth Education |
| **Classification** | **Location** |
| Teacher 1.1 to 3.5 | Mildura |

## about sunitafe

SuniTAFE is an award-winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

## OUR VALUES

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



## POSITION SUMMARY

## The LN Support program is vital within SuniTAFE 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 Education Delivery 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.

**Teaching and Assessment**

* + Teach as indicated against the primary objectives above, and as detailed in an individualised annual Work plan.
  + Apply knowledge of the principles of adult learning to effectively engage young learners to maximise learning outcomes.
  + Meet the learning needs of learners through the application of sound knowledge and understanding of the range of relevant accredited training programs.
  + Deliver training programs for individual students utilising a variety of modes as required; structures classes, flexible delivery, on-line delivery, workplace and blended delivery.
  + Deliver assessment services through recognition of prior learning and assessment only services.
  + Carry out necessary preparation, correction, assessment, validation and report writing associated with teaching duties.
  + Ensure that effective learning is taking place with students under your instruction and supervision.
  + Prepare customised learning resources and learning material to support Information and Communication Technologies (ICT) based learning.
  + Assist in the development and implementation of competency-based units in flexible mode.
  + Provide credible solutions to individual students to maximise engagement and retention and minimise withdrawals.

**Meeting Registered Training Organisations (RTO) Standards & Other Contractual Requirements**

* Ensure Institute approved student rolls are maintained accurately and legibly to the required standards of the Institute’s quality system.
* Develop and maintain Learning and/or Training Plans for individuals or groups.
* Maintain appropriate records and evidence to demonstrate compliance with the principles of flexibility, reliability, validity and fairness of assessment/s.
* Participate in assessment validation processes.
* Maintain a portfolio of current original or certified vocational/teaching/training qualifications and evidence of relevant industrial experience and professional development activities.
* Appreciation of OH & S, Industrial Relations, Merit and Equity Principles, Institute Quality Assurance processes and RTO standards and requirements.

**Provision of Student Support**

* Assist in arranging student selection and induction procedures.
* Provide individual and group support to students as per program requirements.
* Provide appropriate, regular and timely feedback to students.
* Participate in student progress interviews as required.
* Assist with the development and implementation of a quality improvement plan based on student evaluation and survey results.
* Liaise with students and Student Support Services staff to assist students in areas of identified need.
* Provide a referral service to students who need assistance in accessing Institute policies and procedures.
* Ensure compliance with SuniTAFE’s Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.

**Commercial Activities**

* Participate as required in the sourcing and development of commercial training proposals with Community and Industry Engagement.

**Act in accordance with SuniTAFE values –** **Relationships, Integrity, Accountable and Improvement including:**

* Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
* Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
* Actively participate in the Institute’s annual Workplan and Performance Review process.
* Participate in all team based activities and meetings within the Business Unit, and attend Education Division and other meetings as required.
* Complies with OH&S and EEO legislation; and Environmental Sustainability Management by supporting the Institutes relevant Policy, Procedures and standard operating procedures applicable to your role.
* Ensure vocational qualifications are maintained at an appropriate level and currency to match teaching requirements, teacher /trainer/assessor qualifications meet the standard for RTO requirements, and industrial experience currency meets training package requirements.
* Undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
* Report to work as scheduled with a willingness to work flexible hours according to business needs.
* Demonstrate a willingness to adopt change and new initiatives.
* Represent the Institute professionally at all times.
* Complete other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
* Actively promotes and encourages a service culture within the team.
* Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
* Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
* Actively prevent fraud and corruption.

## EDUCATION TRAINING AND EXPERIENCE

* 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
* Relevant AQF level 6 or above teaching qualification, may include Bachelor of Education, Graduate Certificate or Graduate Diploma or Higher which may include qualifications relating to TESOL, adult education or vocational education.
* A current Certificate IV TAE is essential to the position.
* Successful Working with Children Check and Criminal Record check is mandatory.
* Ability to work with a diverse learner population is required.

## Organisational relationships

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| --- | --- | --- |
| Subordinates | Key contacts | |
| Nil | Internal | External |
| * Teachers * Student Support Services * Marketing * Skills & Jobs Centre | * Industry clients |

## key selection criteria

* Relevant AQF level 6 or above teaching qualification, may include Bachelor of Education, Graduate Certificate or Graduate Diploma or Higher which may include qualifications relating to TESOL, adult education or vocational education.
* A current Certificate IV TAE, or the willingness to obtain is essential to the position.
* Demonstrated experience relevant to the support and delivery of language, literacy, numeracy and digital literacy skills to students in an education setting.
* Minimum of three years professional industry experience.
* Ability to work with a diverse learner population is required.
* Highly developed interpersonal, verbal and written communication skills.

***The successful candidate will be required to provide:***

* ***A successful criminal record check which is less than 6 months old; and***
* ***A working with children check***

## Additional Information

* SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
* SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
* Incumbents’ salary classifications are assessed in line with the Victorian TAFE Teaching Staff Agreement MEA, taking into account vocational experience, vocation qualifications and educational qualifications recognised by the MEA.

I have reviewed and understand the preceding job functions required of me. I am prepared to meet the requirements of the position without additional accommodation.

Incumbent: