

Position Description

Teacher - Social Services

REPORTS TO

Education Delivery Manager

DEPARTMENT

Social Services

CLASSIFICATION

Teacher L1.1 to L3.4

LOCATION

Mildura

PRIMARY OBJECTIVES

Under the direction of the Education Delivery Manager - Social Services, the successful incumbent will conduct training, assessment and associated duties in the areas in which they hold formal qualifications and industry currency.

POSITION SUMMARY

The Teacher - Social Services will be required to contribute to planning, marketing, teaching and assessing qualifications within the Social Services department including Disability/NDIS/Community Services. The appointee will work closely with the Education Delivery Manager – Social Services and other team members. Tasks may include in person & online delivery to groups or individuals; workshop session delivery, assessment including assessment of Recognition of Prior Learning submissions. Duties also include development of learning content; preparation of unit delivery / lesson plans; assessment writing; and associated training & assessment duties including administration and maintenance of accurate student records. Hours are generally during the day however, evening work may be required at times.

KEY RESPONSIBILITIES

Teaching and Assessment

- Complete tasks as indicated against the primary objectives above, or as detailed in an annual Work Plan
- Plan, prepare and deliver training either in person, online or via workshops to allocated classroom and flexible/blended delivery students.
- Carry out necessary lesson preparation including preparation of Unit Delivery plans
- Prepare engaging content to maximise student engagement and minimise withdrawals.
- Conduct assessment marking as allocated in appropriate time frames
- Conduct assessment through recognition of prior learning and 'assessment only' services when required
- Assist in the development and implementation of training and assessment resources as required
- Complete associated administrative duties including keeping accurate student progress records

Meeting National RTO Standards & Other Contractual Requirements

- Ensure attendance and participation records are maintained accurately and to the required standards of the Institute's quality system.
- Maintain appropriate records and evidence to demonstrate compliance with the Institute's Assessment System and ensure assessment is conducted in accordance with the Principles of Assessment and Rules of Evidence.
- Participate in assessment validation processes as directed
- Ensure vocational qualifications are maintained at an appropriate level and currency to match teaching requirements, teacher /trainer/assessor qualifications meet VRN requirements, and industrial experience currency meets training package requirements.
- Appreciation of WHS, Industrial Relations, Merit and Equity Principles, Institute Quality Assurance processes and National RTO Standards and requirements.
- Teach as indicated against the above or as detailed in individual work plan

Provision of Student Support

- Assist in student enrolment and induction/student orientation 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.
- Participate in quality improvement planning 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.
- Maintain awareness and comply with the Victorian Government's Child Safe Standards.

Commercial Activities

- Participate as required in the sourcing of new business opportunities.

People Matters

- As a new appointment, participate in staff induction and probation procedures.
- 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.

General

- Undertake other duties consistent with this Position Description/role as required by the Education Delivery Manager or the Senior Manager.
- Willingness to adopt change, lead initiatives and accept additional responsibilities where required.
- Actively participate in processes in line with the SuniTAFE Strategic direction.
- Travel to other Campuses and to a range of workplaces may be required.
- Specific performance targets will be negotiated as part of the Institute's annual Work plan and Performance Review process.

Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation 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.
- 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.
- Prepared to undertake further courses of study, annual mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Completes 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 participates in team activities, meetings and projects.
- Actively promotes and encourages a service culture within the team.
- Communicates to the Manager 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 & corruption.

KNOWLEDGE, SKILLS & ABILITIES

- Relevant qualifications and experience in the area of teaching delivery.
- TAE40116 Certificate IV in Training and Assessment or willingness to obtain
- Highly developed organisational skills which provide the ability to deal with tight timelines and conflicting demands.
- Highly developed interpersonal and verbal and written communication skills.
- Good skills using a range of Microsoft office programs such as Word, PowerPoint and Email
- Well-developed skills in teaching, training and assessment including the ability to select and use a wide range of training and assessment strategies appropriate to a diverse student population and the competency standards required.
- Commitment to deliver competencies across a range of qualification levels, from Certificate II to Diploma level.

ORGANISATIONAL RELATIONSHIPS

SUBORDINATES	KEY CONTACTS	
	<i>INTERNAL</i>	<i>EXTERNAL</i>
	<ul style="list-style-type: none"> • Education Delivery Manager • Teachers Social Services team • Other SuniTAFE staff 	<ul style="list-style-type: none"> • Industry bodies & employers

ORGANISATIONAL ENVIRONMENT

Sunraysia Institute of TAFE is the leading provider of vocational education and training in the north-west of Victoria. As part of its Strategic Plan, the Institute has identified the following economic, social, educational and community drivers:

- **Business Excellence:** Deliver business with optimal outcomes;
- **Progressive Collaborator:** Commit to excellence through collaboration;
- **Support growth and be sustainable:** Create value driven and innovative services that support growth; and
- **Preferred provider:** Deliver inclusive, flexible and accessible services of choice.

The tertiary landscape is changing rapidly and the Institute is committed to ensuring that we continue to provide education and training that are relevant to the communities we serve.

KEY SELECTION CRITERIA

- Qualifications in an area relevant to Community Services and/or Disability sector industry are essential to this position.
- A current Certificate IV Training and Assessment (TAE40116) or willingness to obtain.
- Minimum of three years professional industry experience.
- Successful Working with Children Check and Criminal Record check is mandatory.
- Demonstrated ability to teach in the delivery area, using a wide range of teaching and assessment strategies, is desirable.
- Ability to work with a diverse learner population is required.
- Highly developed interpersonal and verbal and written communication skills.

The successful candidate will be required to provide successful criminal record and working with children checks

Acknowledged

INCUMBENT

Date: