

## POSITION DESCRIPTION

### Teacher - Certificates in Spoken and Written English (CSWE)

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**REPORTS TO**

Education Delivery Manager

**EDUCATION BUSINESS UNIT**

Education/Foundations Languages & Health Support

**CLASSIFICATION**

Teacher 1.1 to 3.4

**LOCATION**

Mildura

#### POSITION SUMMARY

The position will be located at the Mildura campus. Under supervision, the appointee will be required to contribute to planning, marketing, teaching and assessing language (particularly CSWE) qualifications ranging from Preliminary CSWE through to Certificate III. The appointee will work closely with the Education Delivery Manager – Foundations Languages & Health Support and Education Business Unit colleagues to ensure these programs are structured around client demand in Mildura and the surrounding regions.

As required the incumbent may be required to teach online, face-to-face or a combination of both delivery modes (blended delivery).

#### KEY RESPONSIBILITIES

**Teaching and Assessment**

- Deliver training programs for individual students utilising a variety of modes as required; structures classes, flexible delivery, on-line delivery, workplace and blended delivery.
- 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

- Relevant tertiary qualifications in the area of teaching delivery is essential to the position.
- Minimum of three years professional industry experience.
- Possession of the Certificate IV Training and Assessment or equivalent is essential.
- Successful Working with Children Check and Criminal Record check is mandatory.
- Demonstrated ability to teach in the delivery area at tertiary and higher education level is desirable.
- Ability to work with a diverse learner population is required.
- Highly developed interpersonal and verbal and written communication skills.
- Well-developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
- Highly developed organisation skills which provide the ability to deal with tight timelines and conflicting demands.
- Commitment to deliver high quality programs across a range of qualification levels.

## ORGANISATIONAL RELATIONSHIPS

Subordinates	Key contacts	
	Internal	External
Nil	<ul style="list-style-type: none"> <li>• Teachers</li> <li>• Student Support Services</li> <li>• Marketing</li> <li>• Skills &amp; Jobs Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Industry clients</li> </ul>

## ORGANISATIONAL ENVIRONMENT

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.

## KEY SELECTION CRITERIA

- Relevant Qualification in the area of Language delivery, a minimum of three years professional industry experience and current Certificate IV TAE40116 (or a willingness to obtain) are essential to this position.
- Successful Working with Children Check and Criminal Record check is mandatory.

- Highly developed interpersonal, verbal and written communication skills and the ability to work with a diverse learner population are required.
- Well-developed skills in teaching including the ability deal with tight timelines and conflicting demands.
- Commitment to deliver high quality programs across a range of qualification levels.
- Ability to work with a diverse learner population is essential.

*The successful candidate will be required to provide:*

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least two vaccinations*

## 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.

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	Snr Manager Education Delivery	INCUMBENT