

Position Description

Title	RTO Educator
Position Location	C&K Central
Reports to	Head of College
Direct Reports	Nil
Classification	Hay Grade 13
<p>The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> • <i>we put children first</i> • <i>we respect all people and each other</i> • <i>we work with integrity and strive for excellence in everything we do</i> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
Purpose	<p>C&K College of Early Childhood RTO Educators (trainer/assessor) are responsible for the delivery of high-quality training and assessment services for Certificate III and Diploma of Early Childhood Education and Care students, as well as providing student support to ensure students succeed in their studies.</p> <p>RTO Educators are required to deliver training in the classroom, workplace and online, in various locations across Queensland.</p>
Key accountabilities	<ul style="list-style-type: none"> • Deliver training and assessment to students (face-to-face, workplace and online). • Establish and maintain positive professional relationships with students, employers, vocational placement providers and RTO stakeholders. • Develop training plans and session plans to meet student needs and in accordance to Training Package and Industry requirements. • Create assessments to meet training package and AQF requirements. • Participates in and contributes to validation and moderation of training and assessment resources. • Monitor assessment outcomes ensuring they meet the rules of evidence. • Maintain student files and records using the college's systems.

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	<ul style="list-style-type: none"> • Contribute to course content review and updates ensuring content is current and in line with sector requirements. • Attend regular meetings with students, employers and stakeholders. <p>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</p>
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> • One of the following credentials: <ul style="list-style-type: none"> ○ TAE40116 Certificate IV in Training and Assessment. ○ TAE40110 Certificate IV in Training and Assessment plus the following units: <ul style="list-style-type: none"> ▪ either TAELLN411 or TAELLN401A, and ▪ either TAEASS502 or TAEASS502A or TAEASS502B ○ A diploma or higher level qualification in adult education. • Diploma of Early Childhood Education and Care or equivalent. • Degree qualification in Early Childhood Education and Care (desirable). • Relevant and current experience as a trainer and assessor in a classroom environment. • Relevant and current experience as a trainer and assessor in an online learning environment (using an industry standard LMS). • Relevant experience in the early childhood education and care sector as a Director or group leader. • Experience using an industry standard LMS e.g. Blackboard, Moodle, Canvas. • Experience using a student management system e.g. Wisenet, Vettrak. • Experience training indigenous and multicultural students. • A working knowledge of the Standards for Registered Training Organisations (RTO's). • Relevant and current professional development as per ASQA requirements, including maintaining industry currency and vocational competencies to the level of delivery and assessment. • Excellent organisation, communication and people skills both verbally and written.
<p>Additional information</p> <p>The successful applicant will be required to:</p> <p>Travel, as necessary.</p> <p>Hold a positive notice (Blue Card) working with children check; and a current driver's licence.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	

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