

## ROLE DESCRIPTION HOURLY PAID INSTRUCTOR

<b>ROLE TITLE:</b> HOURLY PAID INSTRUCTOR <b>CLASSIFICATION:</b> Class 1 – 4 (Teaching & Assessment), Meeting Attendance, Tutoring, Invigilation & Marking. <b>POSITION NUMBER:</b> M66451	<b>ORGANISATION:</b> TAFE SA <b>DIVISION:</b> EDUCATION <b>CORPORATE HUMAN RESOURCE DELEGATION:</b> NIL
<b>REPORTS TO:</b> Business Unit Educational Manager	<b>FUNCTIONS REPORTING TO THIS ROLE:</b> NIL
<b>ROLE PURPOSE:</b> <ul style="list-style-type: none"> <li>The primary role of a TAFE SA Hourly Paid Instructor (HPI) is to provide a quality educational service of training, assessment, and guidance to students in accordance with relevant training package objectives. HPI's may also be involved in the provision of consultancy services to industry/community clients.</li> </ul>	
<b>KEY OUTCOMES OF THE ROLE:</b> <b>Your duties may include:</b> <ul style="list-style-type: none"> <li>Delivering quality student centred, collaborative educational and training involving:</li> <li>Planning, preparing, conducting &amp; assessing teaching programs.</li> <li>Determining and maintaining flexible delivery methodologies, teaching &amp; learning materials, and strategies.</li> <li>Establishing and maintaining a learning environment and managing student issues.</li> <li>Continuous improvement of teaching programs and the workgroup's products &amp; services.</li> <li>Providing advice and guidance within areas of specialist expertise in communication with stakeholders (industry and internal) in relation to learning needs of students and training needs of employers.</li> </ul>	<ul style="list-style-type: none"> <li>Assisting education program members with student academic counselling and student selection processes.</li> <li>Assisting team members with resource evaluation, selection, adaptation, and development of learning materials.</li> <li>Conducting teaching program related record keeping including student results.</li> <li>Undertaking marking and invigilation for student assessments.</li> <li>Tutoring students in relation to their enrolled program.</li> </ul>
<b>ESSENTIAL EDUCATIONAL/VOCATIONAL QUALIFICATIONS – ENTRY MINIMUM REQUIREMENTS</b> <ul style="list-style-type: none"> <li>Upon appointment a HPI engaged for Assessment or Delivery, must meet the Standards for Registered Training Organisations (RTOs) 2015, for the delivery of educational programs regulated by ASQA and hold a Certificate IV in Training and Assessment or hold the minimum required units to facilitate an approved Supervision Plan.</li> <li>Experience relevant to the field as specified in the Industry Addendum (which may include industry experience, and/or HPI teaching in TAFE SA).</li> </ul>	

**KEY RELATIONSHIPS / INTERACTIONS:**

- The TAFE HPI is accountable to Business Unit Educational Manager and is required to work as an effective team member.
- The TAFE SA HPI will receive direction and be involved in consultation with Principal and/or Senior Lecturers
- The TAFE SA HPI liaises with industry representatives and community organisations, other government departments, external agencies and the general public as required.

**SPECIAL CONDITIONS:**

- An Hourly Paid Instructor (HPI) is engaged on an hourly paid basis. Maximum engagement for a TAFE SA HPI is 400 hours per calendar year.
- Some Intrastate and interstate travel may be required.
- May be required to facilitate at several campuses within TAFE SA.
- This role requires a flexibility around timetabling to ensure the needs of the program are met.
- Incumbent will be required to participate in the department's Performance Development Program.
- As a Public Sector Employee, abide by the Code of Ethics for the South Australian Public Sector
- Eligibility to work in Australia.
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the TAFE SA Preemployment Checks. This role requires:
  - ✓ Working with Children Check
  - ✓ General Employment Probity Check
- It is an ongoing condition of employment for all employees whose employment is subject to a Health Direction/site requirement, including but not limited to an Emergency Health Direction, that they are fully compliant with the requirements of the relevant Directions to perform their duties. This will also include but not be limited to: COVID 19.

**KEY SELECTION CRITERIA:**

**What do you need to do this job? The following points are used in the written application phase of the selection process.**

- **Essential** - Demonstrate your current level of skills, knowledge, and broad experience in your specific trade/professional area.
- **Essential** - Identify your significant achievements in managing productive working relationships with work group members and stakeholders to achieve effective outcomes.
- **Essential** - Demonstrate your ability to establish effective working relationships with all client age groups especially young people.
- **Essential** - Demonstrate your significant 'track record' in evaluating operational processes and procedures, identifying improvements, and making recommendations.
- **Essential** - Demonstrate your knowledge and experience in teaching/training/facilitation /mentoring.
- **Essential** - Applying Work Health and Safety (WH&S) and Return to Work legislative requirements in business activities for which the position is responsible, whilst ensuring compliance to Agency WH&S policies, procedures and processes including the identification, assessment and control of risks and evaluation of mitigation strategies to minimize the likelihood of injury and/or disease.

**KEY BEHAVIOUR ATTRIBUTES:**

**The following points should not be addressed specifically in your written application however they will be used in the interview phase of the selection process.**

- Desire & willingness to pass on knowledge & skills to others.
- Effectively manages learning and behavior and supports those people with special needs.
- Keeps up to date in the trade/professional area and continually develops skills in the job role.
- Plans, organises & schedules their personal work program, resources, and materials for effective achievement of outcomes.
- Models and promotes appropriate social, ethical, and organisational standards in all interactions.
- Performs work role professionally to ensure customer satisfaction.
- Keeps meticulous records for organisational, quality, and legal requirements.