

Position description

Position title:	Teacher, Community Services
Faculty and/or School/Section/VCO:	FedUni TAFE
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the TAFE Teacher Range T1.1 to T5 depending on qualifications and experience.
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	846297
Further information from:	Ms Jennifer Asplin, Education Manager, Children's and Community Services Telephone: (03) 5327 8270 E-mail: jenny.asplin@federation.edu.au
Position description approved by:	Associate Professor Barry Wright Executive Director, FedUni TAFE

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Teacher, Community Services, is responsible for the delivery of quality vocational education and training (VET), and for conducting assessments within the Community Services program/s in a range of contemporary TAFE settings. The Teacher, Community Services is responsible for the development of innovative learning activities and assessment strategies within the Community and Children's Services, FedUni TAFE. In addition, the Teacher, Community Services will assist the Education Manager with program related administrative tasks.

Key responsibilities

The Teacher, Community Services will work as directed by the Education Manager, Children's and Community Services in a range of areas related to their field of expertise undertaking such duties as:

1. Develop, maintain, deliver and review VET programs, applying a variety of teaching methods (including flexible delivery), which reflect best practice teaching methodology.
2. Develop, review and modify assessment procedures for various contexts.
3. Prepare, maintain, coordinate and evaluate teaching and learning resources.
4. Implement relevant responsibilities within the VET Quality Management System which incorporates Australian Skills Quality Authority (ASQA) requirements.
5. Contribute to the achievement of FedUni TAFE's commercial targets.
6. Work collaboratively as an effective team member.
7. Participate in the Performance Review and Development Program.
8. Participate in meetings, activities and networks (both internal and external) relevant to the position.
9. Provide pre-course advice to students, participate in student selection and induction, and conduct student entry level assessment.
10. Undertake administrative and co-ordination duties related to the teaching program delivery function.
11. Provide student counselling and basic pastoral care.
12. Assist with staff selection and induction.
13. Assist with diagnosing student learning difficulties.
14. Provide advice and guidance within areas of specialist expertise.
15. Supervise and guide entry level teachers when required.
16. Prepare training plans and personal individual work plan.
17. Plan and manage teaching, learning and student resources.
18. Other duties as directed by the Education Manager, Children's and Community Services within the scope of this position and the provisions of the Victorian TAFE Teaching Staff Multi-Business Agreement 2009 (MBA).

19. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
20. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Key responsibilities

Under general direction, the Teacher, Community Services is responsible for the development, preparation, conduct and evaluation of quality VET programs and related services. The position is accountable for planning and prioritising work schedules to achieve teaching objectives and managing the student learning process including student participation and the preparation of student learning plans.

The Teacher, Community Services is expected to lead in their specialist area and provide advice to all stakeholders in managing the learning needs of students within a range of learning environments and contexts. This includes workplace delivery and meeting the skill requirements of employers.

The Teacher, Community Services is further required to work both independently and in a team environment and to actively pursue on-going personal professional development.

The Teacher, Community Services is expected to incorporate innovative learning and delivery strategies into VET programs which suit the needs of a diverse range of students and cohorts, including those with disabilities and from other disadvantaged backgrounds. The position is further expected to be accessible to students, address learning difficulties and provide general pastoral care.

The Teacher, Community Services is required to exercise judgement and initiative in the development and delivery of quality VET, and for conducting assessments within the Community Services program/s and for ensuring the learning needs of all student cohorts are met.

Training and qualifications

The successful candidate must possess a relevant vocational qualification at the Certificate III, Certificate IV, diploma or degree level, ideally in Disability, Mental Health and/or Alcohol and other Drugs, combined with an approved number of years industrial/professional experience.

The successful applicant will hold the minimum vocational teaching qualification Certificate IV in Training and Assessment TAE40116 (or equivalent) (if you currently hold a TAE40110 you will be required to update your qualification by December 2018).

Please Note: In order to progress beyond the Teacher 2.2 level, teachers need to have successfully completed an approved course of teacher training accredited at diploma (Australian Qualifications Framework Level 5) which includes supervised teaching practice and studies in teaching methodology or equivalent.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT).

Specialist skills and knowledge

The Teacher, Community Services will have the knowledge and ability to research, develop and improve the VET curriculum, teaching and learning methods, strategies and materials to meet student learning needs. The position will be expected to be familiar with training packages and be able to package up accredited courses and adapt learning and assessment materials to cater for a range of student cohorts and learning environments. The Teacher, Community Services will further be expected to possess leadership, mentoring and project management skills to enhance the quality of teaching provided and student learning.

Organisational relationships and impact

The Teacher, Community Services will report directly to the Education Manager, Children's and Community Services and receive broad direction from the Executive Director, FedUni TAFE, working closely with other staff members in the Community Services program area.

The Teacher, Community Services will develop, deliver and evaluate innovative VET programs to students both within the University and in external workplace settings and will undertake a range of related administrative, co-ordination and learning activities in the Community Services program area.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. The successful candidate must possess a relevant vocational qualification at the Certificate III, Certificate IV, diploma or degree level, ideally in Disability, Mental Health and/or Alcohol and other Drugs, combined with an approved number of years industrial/professional experience.

The successful applicant will hold the minimum vocational teaching qualification Certificate IV in Training and Assessment TAE40116 (or equivalent) (if you currently hold a TAE40110 you will be required to update your qualification by December 2018).

2. Demonstrated working knowledge and application of the Child Safety Standards.
3. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
4. Possess current vocational skills and knowledge that will enable vocational training and education programs in the relevant teaching areas to be prepared, delivered, assessed, evaluated and administered in a variety of contexts including workplace delivery.

5. Demonstrated ability to research, select and use a wide range of teaching and assessment strategies to suit the needs of a diverse range of students and cohorts, including those with disabilities and from other disadvantaged groups.
6. Demonstrated ability to apply information and communication technologies to the teaching and learning process as well as collecting, organising and processing relevant data.
7. Demonstrated high level communication, mentoring and interpersonal skills and the ability to work independently as well as an effective member of a team.
8. Knowledge and understanding of the current issues influencing the VET sector, particularly within Community Services programs.