

STATEMENT OF DUTIES – January 2019

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| Title | Teacher |
| Number | Generic |
| Department | Students & Education |
| Section | As specified |
| Team | |
| Supervisor | Education Manager |
| Award/Agreement | TasTAFE Teaching Staff Award |
| Classification | Band 1, Level 1 - 8 |
| Employment Conditions | Permanent Full Time/Part-time 70 hours per fortnight (pro-rata if part-time), 11 weeks recreational leave per annum. |
| Location | Various |

The Role

Undertake teaching and assessment duties in a variety of contexts and in line with relevant standards and compliance requirements. The occupant is required to regularly monitor and evaluate practice in order to maintain a focus on continuous improvement.

Level of Responsibility/ Direction and Supervision

Responsible for ensuring that the teaching and associated duties as assigned are carried out to a satisfactory standard. The occupant undertakes tasks under general direction and supervision, based on established practices and procedures, provided by the Educational Team Leader. Exercise of limited discretion is required.

The occupant exercises delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by the Chief Executive Officer. Details of delegations to this office are provided to the occupant and must be exercised prudently and in accordance with any specified limitations.

Primary Duties

Prepare and implement training programs in a range of contexts, employing flexible learning strategies that respond to the needs of different learner cohorts. Prepare and conduct assessment activities as appropriate, including recognition of prior learning.

1. Prepare, manage and co-ordinate teaching and assessment materials, resources and equipment for learning programs. Provide advice on class materials and teaching equipment as required.
2. Apply principles of quality assurance and continuous improvement in line with the Quality Management System to all learning programs and ensure delivery and assessment meets compliance requirements.
3. Participate in professional learning programs and activities and maintain and update vocational currency and VET knowledge.
4. Guide and support students on campus and/or in their workplace, and monitor and follow-up on student attendance, engagement and progress. Develop and apply student behaviour management strategies, and duty of care.
5. Provide advice and information to students, parents, employers, staff and representatives from other organisations. Positively promote products and services.
6. Carry out administrative tasks related to learning programs and students, including maintenance of relevant organisational and student records and enrolment, resulting and reporting.
7. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. A capacity to teach and assess in a competent manner with a sound understanding of teaching philosophies, the principles of assessment and the ability to adopt new teaching strategies and delivery techniques in relation to identified area/s of expertise.
2. Vocational competencies and current industry skills combined with an appropriate level of knowledge and skill relevant to the identified delivery area at least to the level of the training and assessment being delivered.

3. Ability to adapt to change, undertake further training, and develop new knowledge and skills related to technological change and industry innovation.
4. Well developed communication and interpersonal skills, with the ability to relate effectively to students, parents, employers, staff and representatives from external organisations.
5. An understanding of the problems that may be faced by students and an ability to provide assistance to students experiencing study difficulties, including assessing and helping/ referring students for further assistance.
6. Demonstrated commitment to providing excellent customer and quality services, including taking responsibility for solving client problems, adding value to customer expectations and identifying and meeting customer needs.

Requirements

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| Essential | <ul style="list-style-type: none"> • Current Registration to Work with Vulnerable People. The Registration to Work with Vulnerable People Act 2013 requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment. • The following requirements as detailed in the <i>Australian Skills Quality Authority Standards For Registered Training Organisations (RTOs) 2015</i> are essential: TAE40116 Certificate IV in Training and Assessment or its successor. OR TAE40110 Certificate IV in Training and Assessment AND one of the following: <ol style="list-style-type: none"> 1. TAELN411 Address adult language, literacy and numeracy skills or its successor, or 2. TAELN401A Address adult language, literacy and numeracy skills AND one of the following: <ol style="list-style-type: none"> 1. TAEASS502 Design and develop assessment tools or its successor, or 2. TAEASS502A Design and develop assessment tools, or 3. TAEASS502B Design and develop assessment tools. OR A diploma or higher level qualification in adult education. OR The equivalent of the above – refer to the Standards for Registered Training Organisations (RTOs) 2015. • Eligible for Specialist Vocational Education and Training registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the <i>Teachers Registration Act 2000</i>. A person with a limited authority to teach can only be employed on a fixed-term basis. |
| Desirable | <ul style="list-style-type: none"> • Experience in a vocational education training environment. |

Working within TasTAFE

TasTAFE is a Statutory Authority and Tasmania's largest publicly owned registered training organisation. As the highest volume training provider in Tasmania, TasTAFE services the needs of industry, individual VET students as well as year 11 and 12 students in conjunction with the state's network of senior secondary colleges.

TasTAFE plays a vital role in improving the economic performance of Tasmania particularly in participation and productivity levels. The organisation caters for the needs of:

- Tasmanian adults seeking to improve vocational and further education qualifications
- Tasmanian businesses and their employees, including trainees and apprentices
- Tasmanian community groups and networks who support the disadvantaged and disengaged
- Those in rural and remote areas of Tasmania seeking access to VET services.

Employees within TasTAFE are required to:

- Support the establishment and ongoing development of TasTAFE
- Have a good understanding of the organisation's strategic intent and a commitment to TasTAFE's vision, mission and values
- Actively promote and support the achievement of the TasTAFE corporate plan.

Work Health and Safety

In accordance with the *Work Health and Safety Act 2012* (the Act) all employees, whilst at work, are expected to participate in maintaining safe working conditions and practices, and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instructions given by TasTAFE to ensure compliance with the Act; and cooperate with TasTAFE Work Health and Safety Policies, Procedures and Guidelines.

For Managers Only

The occupant of this position is expected to contribute to TasTAFE's duty of care to comply with the Act by ensuring members of their team(s) adhere to the responsibilities and expectations outlined above; and to be proactive in identifying and managing hazards in the workplace.

Employees specific Work Health and Safety responsibilities and accountabilities are documented in the WHS Accountabilities and Responsibilities by Position Policy located on INFOcus, TasTAFESAFE, Section I – Leadership and Consultation.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or section that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the organisation without permission.

Working Relationships

This role operates within the context of a connected and networked TasTAFE.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

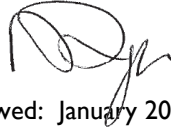
All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

State Government workplaces and vehicles are non-smoking environments.

Category/funding/restrictions:

Office use only:

APPROVED BY HRM DELEGATE:



Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed: January 2019
