

POSITION DESCRIPTION

Position Title	Teacher – Nursing
Position No(s)	
Faculty/Centre	Health Science, Community and Social Studies
Classification	Teacher Level 1 to Teacher Level 3
Prepared By	Head of Department - Nursing
Date	March, 2024
Reference No	
Approved By	Associate Director - Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Deliver quality education, training and fee for service programs in accordance with the vocational education and training standards detailed in: <ul style="list-style-type: none"> ▪ the Australian Skills Quality Authority (ASQA) Standards for Registered Training Organisations, 2015; ▪ accreditation requirements of the Australian Nursing and Midwifery Accreditation Council; ▪ accredited Training Packages ▪ Training and Assessment Strategy (TAS) documents and Holmesglen procedures ▪ contractual and funding agreement requirements. 2. Encompass all facets of the learning process from course enquiry and advice to assessing and determining the educational and training requirements of students. 3. Manage the learning process for students using a variety of teaching and assessment strategies appropriate to the pedagogical approach of the faculty. 4. Assume responsibility for developing resources and assessment tools to support educational delivery and for developing and maintaining relationships with industry and key government bodies. 5. Work effectively as a member of a team and be involved in a range of course and coordination activities which support the effective operation of the department and the achievement of learning outcomes for students.
Manager/Supervisor	<p>Head of School – Vocational Education and Training</p> <p>A teacher will also have a functional reporting relationship with a relevant Education Manager or Senior Educator</p>
Subordinates (Where Applicable)	Not Applicable

Internal Communication Requirements

- Head of School
- Relevant Education Managers, Senior Educators, Program Managers and Course Coordinators and teaching and support staff across relevant Vocational Education and Training (VET) and Higher Education courses.
- Establish and maintain a network of working relationships with staff at all levels of the Institute to ensure a coordinated, effective and efficient approach to teaching, training and educational opportunities and to ensure the achievement of educational outcomes for students.
- Participate in staff and interdepartmental meetings, curriculum days and professional development activities.
- Liaise with other faculties and operational and support areas as required and in accordance with program needs.

External Communication Requirements

- Represent the Department, or Institute, on external committees or as required to fulfil the requirements of the position.
- As required negotiate, consult and liaise with a range of organisations (Government and non-Government) and personnel outside the Institute and at a variety of levels.
- Liaise with students, employers, industry organisations and the community as required. The ability to negotiate, consult and liaise with Industry is considered vital to the role.

Specific Accountabilities

1. Develop and implement innovative teaching and learning strategies and methodologies to support and meet the diverse needs of students.
2. Support the strategic directions of the Institute through the identification, planning, implementation, marketing and promotion of existing and new programs.
3. Teach in a range of agreed units, subjects and programs in a variety of learning modes and across a range of locations.
4. Having regard for the learning characteristics of students, plan, implement and evaluate teaching and learning programs and services to meet the needs of accredited and fee for service programs.
5. Provide support and advice to students of diverse cultures, backgrounds and abilities and implement appropriate support strategies and/or learning programs and strategies.
6. Assist with identifying learning difficulties of individual students and identify appropriate teaching strategies to support progress.
7. Coordinate the delivery of teaching and educational services to industry, including workplace visits, assessment of training needs, development of training plans and coordination of the effective delivery of programs.
8. Develop high quality teaching resources and assessment materials to meet the requirements of accredited curriculum, nursing accreditation, training packages and fee for service programs.
9. Participate as a member of a team on a range of tasks including curriculum and program development, program delivery, professional development, marketing activities and administrative and operational functions.

10. Liaise as appropriate with industry and the community to develop and customise training appropriate to client requirements.
11. Contribute to evaluation and continuous improvement processes across the department and participate in operational duties including course advice, student selection, enrolments and administration.
12. Plan, market, coordinate and monitor both on-campus and industry-based programs and participate in activities relevant to the position.
13. Maintain accurate and timely records of student attendance, progress and assessment in accordance with Principles of Assessment, Rules of Evidence and Holmesglen policies, rules, procedures and guidelines.
14. Ensure that program evaluation occurs and provide feedback to students on the progress of their units of competency.
15. Undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and to ensure regulatory compliance.
16. Provide assistance to, and collaborate with, supervisory managers and other teaching staff to ensure quality delivery of training and the moderation and validation of assessments.
17. Provide pre-course advice to students and participate in student selection, induction and marketing events such as Open Days, Information nights and Expos.
18. Assist with administrative matters such as course coordination, class coordination, student assessment and selection and resource management.
19. Ensure the timely and accurate completion of on-line claiming and resulting for courses and prepare and maintain quality and compliance documentation for courses and programs being delivered.
20. Maintain currency in vocational training, learning and assessment knowledge and skills specific to the units being delivered, and use this to inform training and assessment.
21. Maintain industry currency, including licences, directly relevant to the training and assessment being delivered and ensure completion of associated relevant Institute documentation.
22. Foster and promote an inclusive learning environment and ensure a healthy and safe learning and work environment.
23. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
24. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
25. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

Qualifications

Minimum

- A Bachelor of Nursing; and
- Certificate IV in Training and Assessment - TAE 40122 or equivalent predecessor or successor qualifications.

- Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Preferred

- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or AQF Level 6 with:
 - studies in adult learning methodology
 - studies in teaching in a Vocational Education environment
 - studies in Applied Research (linked to the Boyer framework of scholarship)
 - 200 hours of supervised practicum.
- A higher degree, or post graduate qualifications, in nursing or related field.

Knowledge

- Knowledge of:
 - current issues and developments in the Vocational and Higher Education and Training sector relevant to the area of expertise;
 - vocational training and learning that informs training and assessment;
 - Vocational and Higher Education and Training including awareness of national VET policies and frameworks, relevant state and commonwealth legislation and guidelines and key sources of VET information and advice;
 - on-line resources.
- Current industry knowledge directly relevant to the training and assessment being delivered, with a particular emphasis on current technology and industry practice.
- Aptitude for innovative, flexible and vocationally relevant educational delivery.
- Demonstrated understanding of contemporary teaching and learning methodologies.
- Understanding of skills required to promote student autonomy and independent learning strategies.

Experience

- Ideally, experience as a teacher of vocational and/or higher education and training programs.
- Demonstrated experience in innovative program design and development in the context of flexible learning environments.
- Experience in implementing latest training and assessment strategies to meet student requirements.
- Experience in the use of Information and Communication Technology (ICT) to support student learning.
- Relevant industry experience and the ability to demonstrate currency in vocational workplace competencies at least to the level being delivered and assessed.
- Experience and/or current involvement in industry/community relevant to vocational education and training specifically and the discipline of education generally.

Skills

- Current industry skills directly relevant to the training and assessment being provided

- Demonstrated ability to apply contemporary teaching and learning methodologies and to select and deliver teaching and assessment strategies appropriate to the:
 - learning context;
 - subject content;
 - goals and standards required by the program; and
 - background of the learners.
- Effective communication and interpersonal skills relevant to a teaching environment.
- Ability to effectively convey knowledge, skills and experience appropriate to a diverse student population through the selection and use of a wide range of teaching and assessment strategies.
- Research and develop appropriate teaching materials, resources and methods of assessment.
- Using analytical, ICT and organisational skills, adapt delivery and assessment to meet student needs.
- Plan, schedule and meet agreed timelines for the completion of allocated tasks.
- Ability to function autonomously, work independently and/or coordinate work effectively and collaboratively in a team environment.

Key Selection Criteria

In addition to qualification requirements the incumbent will have the best combination of the following characteristics:

1. Demonstrated ability to research and develop appropriate teaching materials, resources and methods of assessment (including on-line), and the ability to adapt delivery and assessment to meet student needs using appropriate technologies.
2. Demonstrated ability to foster and promote an inclusive learning environment and ensure a healthy and safe learning environment.
3. Ability to instruct a range of students and adapt suitable strategies including multi-cultural awareness and a commitment to working with students from diverse backgrounds.
4. Highly developed interpersonal skills and written and verbal communications skills with a demonstrated ability to liaise effectively with students, the public, industry stakeholders and government agencies.
5. The ability to work as a self-directed member of a team including a demonstrated ability to foster a spirit of teamwork to ensure the achievement of common goals.
6. Demonstrated ability to maintain accurate records, as required by Institute policy, rules, procedures and guidelines.

Note

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organization. This position requires a valid Victorian Employee Working with Children check and National Police Check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.