

POSITION DESCRIPTION

Position Title	Teacher – Small Business
Department	Vocational College
Faculty/Centre	Education and Foundation Studies
Classification	Teacher Level 1 to Teacher Level 3
Prepared By	People Experience
Date	December, 2022
Reference No	<i>(To be completed by People Experience Department)</i>
Approved By	Associate Director - People
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Develop delivery and assessment tools, and deliver quality education and training in accordance with the standards detailed in: <ul style="list-style-type: none"> ▪ the Standards for Registered Training Organisations, 2015; ▪ Training Package requirements ▪ Training and Assessment Strategy (TAS) documents and Holmesglen procedures ▪ contractual and funding agreement requirements. 2. Participate in 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 diverse learning needs of students. 4. Develop resources and assessment tools to support educational delivery, maintaining relationships as appropriate with industry and key stakeholders. 5. In the provision of exemplary customer service, 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	Head of Department - Vocational College
Subordinates (Where Applicable)	Not applicable

Internal Communication Requirements

- Head of Department - Vocational College
- Relevant senior educational management staff, and teaching and support staff, across relevant Vocational Education and Training (VET) 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 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 course needs.

External Communication Requirements

- Represent the Department, or Institute, as required to fulfil the requirements of the position.
- As required negotiate, consult and liaise with a range of organisations and personnel outside the Institute and at a variety of levels.
- Liaise with students, employers, industry organisations and the community as required.

Specific Accountabilities

1. Teach in the Vocational College Intermediate or Senior VCAL programs within the Vocational College at Moorabbin or Waverley.
2. Develop and implement innovative teaching and learning strategies and methodologies to meet and support the diverse needs of students.
3. Develop high quality teaching resources and assessment materials and teach in a range of agreed units, subjects and courses in a variety of learning modes and across a range of locations.
4. Participate in the delivery of teaching and educational services to industry including workplace visits, assessment of training needs, development of training plans and the effective delivery of courses.
5. Provide pre-course advice to students and participate in student selection, induction and marketing events such as Open Days, Information nights and Expos.
6. Foster and promote an inclusive learning environment and provide support and advice to students of diverse cultures, backgrounds and abilities.
7. Provide or arrange additional educational support for individual students as identified in the pre-training review and plan, implement and evaluate teaching and learning strategies to support student progress.
8. Contribute to departmental evaluation and continuous improvement processes, participate in student administration procedures and undertake operational duties associated with course development, marketing and delivery.
9. Record student attendance, retain evidence of participation for students in each unit and conduct assessments in accordance

- with Principles of Assessment, Rules of Evidence and Holmesglen policies, rules, procedures and guidelines.
10. Ensure that course evaluation occurs and provide feedback to students on the progress, or assessment of their units of competency.
 11. Liaise as appropriate with industry and the community to develop and customise training appropriate to client requirements.
 12. Participate regularly in professional development activities, including industry consultation as appropriate, to ensure the maintenance of:
 - industry currency, including any necessary licences, directly relevant to the training and assessment being delivered
 - currency in vocational training, learning and assessment knowledge and skills specific to the units being delivered, and use this to inform training and assessment and complete associated relevant Institute documentation to meet the requirements for regulatory compliance and professional competence as a VCAL teacher.
 13. Provide assistance to, and collaborate with, supervisory managers and other teaching staff to ensure the delivery of quality training and the validation of assessments.
 14. Assist with administrative matters such as course and/or class coordination, student assessment and selection and resource management.
 15. Ensure the timely and accurate completion of on-line claiming and resulting for courses and prepare and maintain quality and compliance documentation for courses being delivered.
 16. Support the strategic directions of the Institute through the identification, planning, implementation, marketing and promotion of existing and new courses.
 17. Ensure compliance with the Institute's policies, rules, procedures and guidelines, including Child Safety Standards, as outlined on Holmesglen's Management System.
 18. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.

Qualifications and Certificates

Mandatory

- An approved degree, diploma or certificate in a relevant vocational area, or approved equivalent qualifications, at least to the level being delivered and assessed; and
- Certificate IV in Training and Assessment (TAE 40122) including predecessor or successor equivalent qualifications.
- Current licences necessary to practice, or registration and/or membership of a relevant industry association where applicable.
- Victorian Institute of Teaching (VIT) registration.

Desirable

- An approved course of adult teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or above 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 a relevant field.

Knowledge

- In an environment of continuous improvement, knowledge of:
 - current issues and developments in the VCAL sector relevant to the area of expertise;
 - vocational training and learning that informs training and assessment;
 - vocational education and training including awareness of national VCAL policies and frameworks, relevant state and commonwealth legislation and guidelines and key sources of VCAL 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 course design and development in the context of flexible learning environments.
- Experience in implementing latest training and assessment strategies to meet student and course requirements.

Skills

- 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.

- Current industry skills directly relevant to the training and assessment being provided.
- Demonstrated ability to apply contemporary teaching, learning and assessment methodologies, and to select and deliver teaching and assessment strategies, appropriate to the:
 - learning context;
 - subject content;
 - goals and standards required by the course; 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 work autonomously and/or coordinate work effectively and collaboratively in a team environment.

Key Selection Criteria

- In addition to qualification requirements the incumbent will have:
1. Demonstrated ability to research and develop appropriate teaching materials, resources and methods of assessment based on the Principles of Assessment and Rules of Evidence, including the ability to adapt delivery and assessment to meet student needs.
 2. Demonstrated ability to foster and promote an inclusive learning environment and ensure a healthy and safe learning environment, promoting student autonomy and independent learning strategies.
 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 and industry and relevant stakeholders.
 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 occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- 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 organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.