

Position Description

Position Title	Teacher - Information and Communication Technology Programs
Portfolio	Education
Division	Business, Food & Personal Services
Department/Cost Centre	Information Technology - 01909
Classification	Teaching Staff L1 - L3 (dependent on qualifications and experience)
Position Number/s	102073, 102032
Reporting to	Teaching Education Manager – Business, Finance, IT, Tourism, Art and Design
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – A lifetime of opportunity for all.

Our **Role** – To provide education and training that enables students and our region to thrive.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

South West TAFE has four main campuses spread across the Southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University) and Glenormiston College. The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Business, Food and Personal Services is responsible for the delivery of Business, IT, Hair, Beauty, Massage, Food, Hospitality, Commercial Cookery programs, Bakery and Meat across all Institute campuses and training sites including workplaces throughout the state.

Position Overview (Your Opportunity)

As a TAFE teacher you will be accountable for the delivery of high-quality education, training and fee for service programs in accordance with the vocational education and training standards detailed in the Australian Quality Training Framework (AQTF) 2007.

In your role you will enjoy the satisfaction of giving students from diverse backgrounds the skills they need to succeed in their future careers. Your current contemporary industry knowledge and experience will be fully utilised with the end to end teaching process.

This position will enable you to work within a supportive team of industry lead educators whilst being part of a leading training organisation. As a member of the team you will be involved in a range of course and program coordination activities which support the effective operation of the teaching centre and the achievements of learning outcomes for students.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

Your Position

- Deliver accredited and non-accredited training as directed by the organisation
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students
- Establish and maintain contacts and networks with key partners and stakeholders
- Teach in subjects and programs in a variety of learning modes and across a range of locations
- Proactively engage with the end to end student journey ensuring service excellence and continuous improvement across SWTAFE including training design, delivery and meeting governance expectations of all programs
- Provide potential and current students with individual educational support by assessing students against the required standards, accurately recording achievement; and providing feedback to students on their demonstrated performance in relation to industry's standards
- Develop high quality teaching resources and assessment materials to meet the requirements of both accredited curriculum and training packages
- Maintain accurate records of student progress and assessment in accordance with established policies and procedures
- Liaise as appropriate with industry and the community to develop and customise training appropriate to client requirements
- Contribute to the planning, marketing, delivery, coordination and monitoring of relevant SWTAFE and industry based programs
- Provide support and advice to students of diverse cultures, backgrounds and abilities and implement appropriate support strategies and/or learning programs as required

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive Proven experience in the IT Industry and sound knowledge of the IT Industry.
- Experience in teaching a range of subjects and programs in a variety of learning modes
- Capability to research and develop appropriate teaching curriculum, materials, resources and methods of assessment relevant to the TAFE Sector
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students and customers
- Undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and ensure regulatory compliance
- Knowledge and ability to work effectively in the Vocational Education & Training (VET) sector
- A flexible and adaptive approach to teaching delivery and assessment utilising contemporary technologies

Qualifications and Requirements

Mandatory requirements

- An approved degree, diploma or certificate in a relevant vocational area or approved equivalent qualifications, approved industry experience and the ability to demonstrate currency in vocational workplace competencies
- A current AQF4 vocational teaching qualification - for example, Certificate IV in Training and Assessment TAE40116
- Employee Victorian Working with Children and satisfactory Police Check
- Current driver's licence

Highly desirable requirements

- A An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 5, Level 6 or above that clearly evidences:
 - 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 minimum of 2 years' relevant vocational experience
- Substantial experience using Microsoft Office products and relevant industry software and programs

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE Teaching Staff Agreement 2018
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Employee		