

ROLE DESCRIPTION

TAFE Queensland

MAKE
GREAT
HAPPEN



Position Title	TAFE Teacher	Job Ad Reference	
Region or Business Unit	SkillsTech	Closing Date	
Portfolio	Educational Delivery	JEMS No.	3513 (01/2014)
Location	All TQST training centres * may be required to perform duties at any TQST Training Centre	HPECM No.	
Classification Salary	TAFE Queensland Award – State 2016 (Modern Award), TAFE Queensland Educators Certified Agreement 2016, TCHT Step 1-7, 36 ¼ hour week \$68,087 - \$87,477 per annum, plus superannuation contributions of up to 12.75% of your annual salary		
Employment Status	Permanent Full-time / Temporary Full-time / Permanent Part-time / Temporary Part-time / Casual / Common Law Contract		

About TAFE Queensland

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland communities for over 130 years.

Each year TAFE Queensland enrolls over 120,000 students across a network of over 50 campuses, in workplaces, online and in markets offshore. Our offering spans from foundation skills and entry level qualifications to higher education degrees across more than 500 programs.

Our unique structure and statewide delivery model supports our commitment to assisting the diverse needs of our students, from a wide range of socio-economic and cultural backgrounds, and in regional and remote locations. Our responsive approach allows us to adapt our offering to meet the needs of local industries by delivering training that strengthens local communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical applied learning which gives them the skills they need to be job-ready and excel in their careers.

SkillsTech - SkillsTech is TAFE Queensland's leading specialist provider of trade and technical training in automotive, building & construction, electrical, refrigeration and air-conditioning, water, rail, plumbing, gas, CAD/drafting, welding and engineering. SkillsTech delivers training for pre-apprenticeships, apprenticeships and traineeships, short courses and higher level study programs including diplomas and advanced diplomas.

SkillsTech strives to achieve a workplace culture which values employee collaboration, strong leadership and high performing teams. Every employee in the organisation has a role to play in "making great happen" through the embodiment of the following core values and behaviours:

- We do what we say
- We collaborate proactively
- We are focused on solutions
- We show gratitude

For more information about TAFE Queensland visit www.tafeqld.edu.au.

Your Opportunity

As a TAFE Teacher you will contribute to the development and delivery of quality learning services to a wide range of clients through:

- Outcome focussed vocational education and training (VET) programs;
- Linking with industry, schools, universities, other TAFE and VET providers;
- Maintaining currency with industry practices, workplace delivery and contemporary teaching methodologies and philosophies; and
- Working in an environment of change and continuous improvement.

Teachers are accountable to and under the direction of the General Manager or delegate. The General Manager provides leadership for the Region and sets general direction and ethos for all staff, students and community members.

This position reports to the Business Manager.

Key Responsibilities

- Manage the teaching and learning processes for the classroom, industry and web based clients utilising flexible, blended and distance learning techniques, options and products.
- Develop effective working relationships with student and client groups (including industry and local business).
- Create a productive learning environment that uses contemporary education and training methodologies and techniques including a variety of appropriate delivery methods and utilising creative learning options to meet the varying needs of the students.
- Contribute to research, development, programming, implementation and review of training packages, course content and other learning materials to ensure relevant industry standards are met and maintained.
- Establish and moderate evaluation and assessment instruments and systems to meet the Standards for NVR Registered Training Organisations and industry requirements, and that allow portability of credentials and credit transfer.
- Participate in the coordination of teaching programs, team meetings, marketing strategies and management of teaching resources.
- Ensure that students and clients practice accepted safety procedures in the learning environment.
- Participate in appropriate staff development programs to develop and maintain personal and professional skills, knowledge and attitudes and maintain industry currency.
- Coordinate and participate in moderation and validation activities including student evaluations, assessment instruments and internal systems to meet audit, legislative and industry requirements.
- Maintain documentation and records in compliance with Standards for NVR Registered Training Organisations, Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS), and other contractual requirements such as User Choice.
- Contribute to the success of cultural change within the organisation through promoting and modelling the established TAFE Queensland values of Commerciality, Teamwork, Innovation and Accountability.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. Knowledge of the education and training sector and the ability to positively respond to new directions and demands of the training market.
2. Demonstrated capacity for best practice in the management of teaching and learning activities (delivery, assessment and evaluation) including the development of flexible/innovative learning options, products and solutions.
3. Demonstrated capacity for leadership, self-management and ability to work effectively as a team member, with the capacity to accept promote and manage change while utilising well developed interpersonal and communication skills.
4. Proven record in proactive and problem solving approaches to the teaching task and a demonstrated understanding of ethical conduct in an educational setting.
5. High level written, oral, presentation and interpersonal communication skills, including ability to work effectively within a team environment, supporting team outcomes.

Qualifications / Requirements

Mandatory requirements:

- Industry/trade qualification (certificate, trade certificate, diploma, degree or masters);
- Certificate IV in Training and Assessment (TAE) including module *TAELLN411*;
- Possession of relevant formal vocational qualification/s at the level equivalent to or higher than the level to be delivered; and
- Demonstrated current industry skills directly relevant to the teaching being undertaken.

Note: Proof of qualifications is required to be provided at interview.

In some industry areas, educational staff are required to hold current licences (such as electrical, refrigeration, gas fitting, asbestos).

How to Apply

To apply for this role, please provide the following:

- A resume/curriculum vitae that briefly outlines contact details, employment history and/or relevant experience, achievements, and names of referees and their contact details.
- Selection will be based on how well applicants meet the selection criteria therefore it is essential that applicants specifically address the **Success Factors** section of this role description.
- Applications are limited to a maximum of two pages in length.
- Applicants are encouraged to apply using the apply via email facility available on the TAFE Queensland SkillsTech website (<http://tafeskillstech.edu.au/about-us/working-for-tafe/>)

For further information, please contact:

Human Resources (07)3244 0271

SkillsTech.HumanResource@tafe.qld.edu.au

Additional Information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- To progress beyond Step 4 of the pay scale, you will require an approved teaching qualification from a recognised tertiary institution.
- You may be required to travel and work across any TAFE Queensland SkillsTech training centre.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.

- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You will be required to complete a probationary period of 6 months, unless otherwise determined.