

JOB DESCRIPTION – TEACHERS & TRAINERS

	Accredited - VET	Accredited - ELLN	Non - accredited
--	------------------	-------------------	------------------

Purpose	To plan, deliver, and review education, training and assessment to meet the identified competency requirements of the target group, to the standard required by the College and external accreditation authorities.		
Role Statement	<p>Delivery</p> <ul style="list-style-type: none"> ○ Plan, prepare and deliver courses /training according to the training package or accredited course. ○ Provide flexible learning and assessment strategies which will meet the learning needs of a range of students. ○ Give current course information to students and make sure core and elective units are identified <p>Professional development</p> <ul style="list-style-type: none"> ○ Attend and contribute to validation meetings on assessment processes, tools and evidence related to area of expertise ○ Attend staff development meetings as required. ○ Keep current and professionally alert through regular professional development <p>Record Keeping</p> <ul style="list-style-type: none"> ○ Complete all record keeping requirements of the position accurately and on time. ○ Maintain confidentiality of student, staff and College records ○ Use only the current version of materials 	<p>Delivery</p> <ul style="list-style-type: none"> ○ Plan and prepare courses and sessions according to curriculum documents, using adult education principles. ○ Deliver courses and sessions according to curriculum documents using adult education principles. ○ Use appropriate teaching strategies. ○ Review planning and delivery of each program.. ○ Attend staff development meetings as required. <p>Professional development</p> <ul style="list-style-type: none"> ○ Attend staff development meetings as required. ○ Keep current and professionally alert through regular professional development <p>Record Keeping</p> <ul style="list-style-type: none"> ○ Complete all record keeping requirements of the position accurately and on time. ○ Maintain confidentiality of student, staff and College records ○ Use only the current version of materials 	

JOB DESCRIPTION – TEACHERS & TRAINERS

	Accredited - VET	Accredited - ELLN	Non - accredited
	<p>Planning and review</p> <ul style="list-style-type: none"> ○ Consult with industry for assessment and training design when appropriate ○ Review the planning, delivery and assessment of each program. ○ Report on the review as required by the Principal ○ Contribute to internal reviews and audits when requested to do so <p>Professional conduct</p> <ul style="list-style-type: none"> ○ Follow College policies and procedures, as outlined in handbooks, and available in the office and on the web site <p>Assessment</p> <ul style="list-style-type: none"> ○ Plan, conduct and review assessment of student competence. ○ Distribute and explain assessment plans and processes ○ Inform students about RPL ○ Inform students about appeals ○ Design, or assist in the design of assessments <p>Student support</p> <ul style="list-style-type: none"> ○ Inform students of the College Access And Equity policies ○ Seek assistance if students have disabilities or language and literacy requirements 		<p>Planning and review</p> <ul style="list-style-type: none"> ○ Review the planning, delivery of each program. ○ Report on the review as required by the Principal ○ Contribute to internal reviews when requested to do so <p>Professional conduct</p> <ul style="list-style-type: none"> ○ Follow College policies and procedures, as outlined in handbooks, and available in the office and on the web site <p>Student support</p> <ul style="list-style-type: none"> ○ Inform students of the College Access And Equity policies ○ Seek assistance if students have disabilities or language and literacy requirements

JOB DESCRIPTION – TEACHERS & TRAINERS

	Accredited - VET	Accredited - ELLN	Non - accredited
Qualifications and experience	<p>Minimum qualifications and experience are listed in Training Package or curriculum documents, but in general are:</p> <ul style="list-style-type: none"> ○ 3 years industry experience ○ Industry qualifications to at least the level being taught. ○ Certificate IV in Training and Assessment TAA40110 ○ Regular professional development ○ An understanding of adult education principles ○ Demonstrated experience with adult learners 	<p>Minimum qualifications and experience are listed in Training Package or curriculum documents, but in general are:</p> <ul style="list-style-type: none"> ○ Qualifications in adult LLN (e.g. Post Graduate Diploma Or Certificate In Adult Basic Education or TESOL) ○ Certificate IV in Training and Assessment TAA40110 ○ Regular professional development in adult basic education, TESOL, numeracy education, linguistics ○ An understanding of adult education principles ○ Demonstrated experience with adult learners 	<ul style="list-style-type: none"> ○ Expert knowledge in the subject ○ Adult education qualifications ○ Experience in teaching adults
Reporting	Reporting to the Program Manager. Accountable to the Principal.		
Term of employment	Employment is casual, for the length of the course. The hourly rate includes a component for preparation, marking, review and assessment.		
Wages and conditions	Educational Services (Post-Secondary Education) Award 2010 or contractor.		