

Position Description Form

Position Title: Teacher – Plumbing	
Department: Construction	
Position Reports to: Program Lead - Plumbing	
Direct Reports: Nil	
Position Classification:	Victorian TAFE Teaching Staff Agreement 2018
Position Description Issue Date:	June 2023
Location:	
For Teaching Staff:	
You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

Plan, develop and evaluate teaching programs and resources, maintain appropriate records and teach students within the Plumbing area as scheduled.

Key Responsibilities

- Plan & conduct lessons and programs to ensure successful delivery of courses in Plumbing Certificate's II, III & IV and associated qualifications.
- Develop student learning packages, projects and associated materials by design and continual evaluation.
- Participate in departmental meetings and liaise with industry and community organisations as directed.
- Identify and introduce strategies to assist students with learning difficulties and enhance the overall student experience and outcomes.
- Ensure vocational competence is maintained for all areas of teaching.
- Participate and be active in marketing and student acquisition programs.
- Contribute to the administration of the department and teaching programs by:
 - Identifying requirements for staff and participation in staff development activities.
 - Providing regular reports and recording student results.
 - Implementing new technologies within the department.
- Identify resource requirements to Participate in delivery development to Respond to course and training enquiries.
- Continually maintain class attendance and student compliance within the institutes and other government quality guidelines.

Key Relationships

Date of last position revision: 30 June 2022

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Internal

Teaching Staff
Non-Teaching Staff
Lead Teacher
Program Leader
Manager of Trades School

External

Students
Relevant Industry Bodies
Relevant Government Agencies

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

1. A relevant Degree, Diploma or Trade Certificate relevant in both content and academic level to Plumbing Industry. A Certificate IV in Training and Assessment (TAE 40110) including Design and Develop Assessment Tools (TAEASS502) and Address Adult language, Literacy and Numeracy (LLN) skills (TAELLN411) or (TAELLN401A). A Degree or course of teacher training is preferred.
2. A minimum of two years' experience as a qualified Plumber and will have a current plumbing industry commission license.
3. A sound knowledge of related building trades.
4. Excellent written and communication skills and demonstrated ability in the application of MSOffice programs and other computer technology related to the relevant trade areas.
5. Demonstrated ability to work in teams and capacity to plan, meet agreed deadlines in the completion of duties.
6. Well-developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
7. Demonstrated knowledge of the AQTF standards and Framework.
8. Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance, Continuous improvement and sustainable work practices.

Mandatory

- A current Working with Children Check Card (Employee).

Our Values

Our Ways of Working are our Values in action. They guide how we go about our business each and every day, and articulate what our stakeholders can expect from us, and what we expect from each other.

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Engaging

We engage openly with each other, our students, our industries and our community, working collaboratively and acting with integrity for mutual benefit. It is through regular engagement and our shared commitment that we form the deep partnerships necessary for the success we seek.

Enabling

We understand that we operate in an ever-changing world and our industry partners and students are seeking to stay ahead of the game. We have a shared commitment to building our capabilities, so we can support and enable students and industry to build theirs, ensuring that we have the skilled workforces we need for the future.

Improving

We believe we can always do better and be better. We take accountability for our actions and as part of our day-to-day work, we have a shared commitment to look for ways to improve and develop ourselves and our organisation. We take an evidence-based, solution-focused approach and strive to be our best so that we are well placed to support others to do the same.

Placemaking

Where we work and live is an important part of who we are. We understand our responsibility to ensure that the places in which we operate maximise student and community experiences and outcomes.

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Integrity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Physical manual lifting and moving equipment and resources across campus.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities

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- Using and maintaining all safety equipment provided

Child Safety

- Melbourne Polytechnic acknowledges that it has a duty of care to all students. There is a commitment to the safety of children and young people (under 18 years of age), and consider the needs of, same sex attracted, intersex children, and young people. Melbourne Polytechnic will act to ensure that children and young people are protected from abuse or harm. The organisation acknowledges the cultural diversity of all children and young people and being sensitive to how this may affect student safety issues. Melbourne Polytechnic commits to continuously reviewing and improving our systems to protect children and young people from abuse

Sign Off:

Employee Name		Manager Name	
Employee Signature		Manager Signature	
Date		Date	