

## Position Description Form

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<b>Position Title:</b> CASUAL Teacher – Arboriculture	
<b>Department:</b> Horticulture	
<b>Position Reports to:</b> Lead Teacher – Arboriculture	
<b>Direct Reports:</b> Nil	
<b>Position Classification:</b>	Victorian TAFE Teaching Staff Agreement 2018
<b>Position Description Issue Date:</b>	<b>09/06/2021</b>
<b>Location:</b> Fairfield Campus	
<b>For Teaching Staff:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	
<b>For all other Staff:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

### 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

To teach Arboriculture and subjects related to courses and to organize and deliver theory, practical, flexible and field based classes in Arboriculture subject areas including OH&S, ropes and knots, rigging, pest and diseases, nutrition and plant culture, machinery operation, chainsaw operations and safety, tree climbing etc.

### Key Responsibilities

- Teach approved recurrent and industry programs including Certificate III and Diploma of Arboriculture skills programs
- Liaise with other staff, industry personnel and employers
- Identify requirements for staff development and participating in staff development activities
- Assist with the development and delivery of Arboriculture programs
- Participate in activities related to the delivery of programs, ie. Field trips
- Provide interim and annual reports of student results
- Meet, assess and enrollment of intending students

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- Implementing new technologies within the study area and department
- Identify resource requirements
- Participate in ongoing curriculum development and assessment
- Respond to enquiries on courses and training
- Continually maintain class attendance rolls in compliance with the institute quality guidelines
- Selection, safe use and maintenance of appropriate equipment
- Promote traineeships to employers
- Identify and introduce strategies to assist students who are experiencing learning difficulties.
- Ensuring vocational competence is maintained for all areas of teaching

### Key Relationships

#### Internal

The Teacher is responsible to the Lead Teacher, Program Leader and Manager Horticulture and Landscaping for

- The provision of educational in an adult learning environment
- Demonstrated high standard of teaching practices for the Arboriculture area to ensure the efficient and effective use of resources, to achieve the objectives of the Department as outlined above.
- As such you would be responsible to the Lead Teacher for your teaching duties and responsibilities.

#### External

The role of the staff in the Horticulture Department is to deliver training programs within institute guidelines and, where possible, to encourage interaction with industry and employers in the development of training initiatives.

### Key Performance Indicators (KPI)

To be developed with the Department Manager

### Key Selection Criteria

- A Degree, Diploma or Certificate relevant in both content and academic level and industry experience relevant to the Arboriculture field.
- A Certificate IV in Training and Assessment TAE40116 or 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).

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- A thorough knowledge of current industry practices and procedures with a demonstrated ability to initiate and maintain liaisons within the Arboriculture Industry
- Ability to take a lead role in the effective delivery of Arboriculture courses
- Ability to take a positive role in the effective delivery of Arboriculture courses
- Ability to teach and facilitate delivery of specialist Arboriculture subjects and related courses to groups which may have a diverse range of abilities, backgrounds, and readiness.
- Ability to use a variety of teaching modes and materials including flexible and field-based delivery.
- Excellent machinery operation skills essential
- A thorough knowledge of current industry practices and procedures with a demonstrated ability to initiate and maintain liaisons within the Arboriculture Industry
- Ability to co-operate in a team environment and, where necessary, work effectively with minimum supervision
- Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement
- Current Victorian Drivers' License.

### Mandatory

1. A current Working With Children Check Card (Employee).
2. Required workplace Certificates in High Risk work.

### Our Values

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 as a teacher in the Horticultural areas and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

### Health and Safety

All employees are responsible for:

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- 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
- Using and maintaining all safety equipment provided

### Sign Off:

<b>Employee Name</b>		<b>Manager Name</b>	
<b>Employee Signature</b>		<b>Manager Signature</b>	
<b>Date</b>		<b>Date</b>	